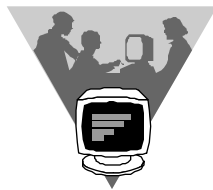


Command Assessment Team Survey System (CATSYS): User Guide for Version 4.0



by

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Overview of the CATSYS 4.0 User Guide

The CATSYS 4.0 system is composed of three parts: the **MILITARY** component, the **CIVILIAN** component, and the **TOPCAT** component which compares the military and civilian survey results.

MILITARY and **CIVILIAN** are equivalent programs; the only differences between the two programs are the actual survey items used and the subgroups used in the analyses (e. g., military paygrades vs. civilian GS/GM levels). All computer commands are the same for the two programs.

The sections that refer to **MILITARY** and **CIVILIAN** are for use with both the military and the civilian programs. Where there are major differences between the programs, the heading will state to which program that subsection relates. When the commands to be used are equivalent but the screens are different, screens from both **MILITARY** and **CIVILIAN** will be shown and the program name and icon will be indicated.

Throughout this User Guide, the following names will be used:

- **CATSYS** - refers to version 4.0 containing the **MILITARY**, **CIVILIAN**, and **TOPCAT** programs.
- **MILITARY** - refers to the **MILITARY** program in CATSYS 4.0; this is used to collect and analyze survey data from the military personnel at a command.
- **CIVILIAN** - refers to the **CIVILIAN** program in CATSYS 4.0; this is used to collect and analyze survey data from the civilian personnel at a command.
- **MILITARY/CIVILIAN** - refers to the parts of the **MILITARY** program and the **CIVILIAN** program that are equivalent.
- **TOPCAT** - refers to the **TOPCAT** program in CATSYS 4.0; this program takes the survey data collected in **MILITARY** and **CIVILIAN**, and compares responses to 22 core common items (items that local commands add are not compared).

Description of the Command Assessment Team Survey System (CATSYS)

The Command Assessment Team Survey System (CATSYS 4.0) is a menu-driven computer survey system used to measure an organization's climate for equal opportunity (EO), sexual harassment (SH), and other related areas. The system assists the user in conducting the major steps of the survey process: administration, analysis, and presentation of the results. CATSYS is a self-contained program, and no additional software is needed to run it.

This User Guide describes:

- CATSYS computer requirements
- Installation procedures
- Survey administration features
- Data analysis and presentation features

CATSYS 4.0 was designed to assist Command Assessment Team (CAT) members in conducting the survey portion of an equal opportunity assessment. Under the Command Managed Equal Opportunity (CMEO) program, regular command assessments are required. CATSYS 4.0 is an enhanced version of the previously released CATSYS 2.1 and CATSYS 3.0; however, the data files are not compatible with earlier versions of the program. The newest version retains most of the features of the previous two, in addition to having a number of modifications/improvements. Among these changes are:

- **Three user-defined modules allowed.** CATSYS 4.0 permits the user to create up to three new survey modules, each containing a maximum of 6 items. The user defines the modules with the codes "97", "98", and "99." These modules may use either "disagree-agree," "yes-no," or a combination of the two scale formats. CATSYS 4.0 allows the new items to be printed with the standard survey, and provides full graphic and tabular analyses of all these new items.
- **Revisions to the standard Command Equal Opportunity/Sexual Harassment (CEOSH) Survey.** The CEOSH has been revised to allow for comparisons between military and civilian responses. CATSYS 4.0 contains military and civilian versions of the CEOSH Survey. Commands can survey their military personnel, their civilian personnel, or both military and civilians. A common set of items is contained on both the military and civilian versions. Military/civilian comparisons on a core set of 22 items are now possible using the TOPCAT program contained on the CATSYS 4.0 diskette. In addition to containing common items, the military and civilian versions also contain a number of unique items. On the military survey, there are four Retention/Transition items and four Discipline items. On the civilian survey, there are six items dealing with work issues/supervision and six diversity items. At the direction of Bureau of Naval Personnel (BUPERS) sponsors, seven items related to extremist/hate groups and two items dealing with alcohol and sexual harassment have been added to both the military and civilian standard surveys. The TOPCAT program does not statistically compare military/civilian responses to these additional nine items due to limitations in the current software configuration.

- **Suppression of breakouts with less than eight responses.** To protect the anonymity of respondents and to reduce the chances of users drawing inaccurate conclusions based on a low number of responses, CATSYS 4.0 does not provide breakouts for any subgroups (e.g., men vs. women) containing less than eight respondents. However, responses from individuals in these small subgroups are still included in larger breakouts. This is a common organizational survey practice in the private sector.
- **Military/civilian comparisons and total command results provided.** If both military and civilian respondents have completed their respective surveys, the TOPCAT program can be used to compare military/civilian responses to the **core set of 22 common items** on the survey. To do this the user must download the military data to a floppy diskette using an option on MILITARY and download the civilian data to a floppy using an option on CIVILIAN. After TOPCAT is installed (see instructions below), the military and civilian files are uploaded to TOPCAT. Once analyzed (using the BUILD GRAPHS/SUMMARY TABLES menu), the user is provided with military/civilian comparisons as well as gender, race, and overall results for the combined military/civilian sample. Military/civilian comparisons between new items that local users add are not possible.

Hardware Requirements for the System

A database management system (dBASE III Plus, version 1.1), the NANTUCKET Clipper Compiler, and dGE graphics (version 4) were used to develop CATSYS 4.0, but are not needed to run the survey program. To operate the system, the user should be familiar with basic microcomputer operating procedures.

CATSYS 4.0 was designed to operate with:

- IBM-compatible 386 or higher computer (it will run slowly on a 286)
- MS-DOS or PC-DOS (version 3.2 or higher)
- Minimum of 640K of basic RAM
- Hard drive with 10 Mbytes or more of free space
- An enhanced graphics color monitor
- An enhanced graphics video card
- A printer (HP LaserJet, Epson dot-matrix, or Alps P2000 compatible)

CATSYS needs 640K of basic RAM to operate. If there is not enough basic RAM available, the system will return you to the DOS prompt. CATSYS 4.0 is compatible with both Windows 3.1/3.11 and Windows 95.

NOTE

Memory resident programs or networks that use some of the basic 640K of RAM may cause CATSYS to crash even though more RAM is available in extended or expanded memory. You may need to edit the AUTOEXEC.BAT file to “free up” the needed 640K of basic RAM. Get help from your computer support people if you are unfamiliar with how to do this.

Installing CATSYS 4.0

The CATSYS 4.0 diskette contains three programs - MILITARY, CIVILIAN, and TOPCAT - on a single diskette. MILITARY is used to input and analyze responses to the military version of the Command Equal Opportunity/Sexual Harassment (CEOSH) Survey. CIVILIAN is used to input and analyze responses to the civilian version of the CEOSH Survey. TOPCAT is a program that reads in the data files from MILITARY and CIVILIAN and compares the results.

Files from the CATSYS 4.0 diskette must be transferred to three separate directories on the hard drive of your computer. To save space, the files on the CATSYS 4.0 diskette are stored in compressed form and must be uncompressed using the procedures described below.

In order to use all functions of CATSYS 4.0, all three programs (MILITARY, CIVILIAN, and TOPCAT) must be loaded. However, if you do not need to do MILITARY/CIVILIAN comparisons, the system will run with just MILITARY or CIVILIAN loaded, depending upon the needs of the command.

NOTE

It is a good idea to check your PC and the CATSYS 4.0 program diskette for computer viruses before installation.

The instructions assume that the hard drive is labeled C: and the diskette drive is labeled A: on your computer. If this is not the case, substitute the appropriate drive designation in the command lines below. Words that are underlined indicate what should be typed at each step.

Before loading the programs:

- **Step 1:** Turn on the computer (boot the system).
- **Step 2:** Go to the DOS prompt.
- **Step 3:** Change the system prompt to display the directory path as part of the prompt (if it doesn't already) by typing:

C>prompt \$p\$g <enter>

The prompt should now appear as C:\>

The following instructions are for loading each of the three programs onto your computer. If you will not be doing any MILITARY/CIVILIAN comparisons, you should load only the program(s) (MILITARY or CIVILIAN) that you need.

NOTE

Each program (MILITARY, CIVILIAN, TOPCAT) must be installed in separate directories as described below. Installing all three programs into the same directory will overwrite components of the programs causing errors when the programs are run.



To install MILITARY do the following:

- **Step 1:** From the root directory on the C: drive create a new directory by entering:
C:\>md military <enter>
- **Step 2:** Then change to the new directory by entering:
C:\>cd\military <enter>
- **Step 3:** Put the CATSYS 4.0 diskette in the floppy drive.
- **Step 4:** To load files from the CATSYS 4.0 diskette enter:
C:\MILITARY>a:military <enter>

Files will then be loaded into the C:\MILITARY directory.



To install CIVILIAN do the following:

- **Step 1:** From the root directory on the C: drive create a new directory by entering:
C:\>md civilian <enter>
- **Step 2:** Then change to the new directory by entering:
C:\>cd\civilian <enter>
- **Step 3:** Put the CATSYS 4.0 diskette in the floppy drive.
- **Step 4:** To load files from the CATSYS 4.0 diskette enter:
C:\CIVILIAN>a:civilian <enter>

Files will then be loaded into the C:\CIVILIAN directory.



To install TOPCAT do the following:

- **Step 1:** From the root directory on the C: drive create a new directory by entering:
C:\>md topcat <enter>
- **Step 2:** Then change to the new directory by entering:
C:\>cd\topcat <enter>
- **Step 3:** Put the CATSYS 4.0 diskette in the floppy drive.
- **Step 4:** To load files from the CATSYS 4.0 diskette enter:
C:\TOPCAT>a:topcat <enter>

Files will then be loaded into the C:\TOPCAT directory.

NOTE

The TOPCAT program is only used to compare MILITARY and CIVILIAN survey responses to a core set of 22 survey items (it will not compare user-defined items). It requires that both military and civilian survey data have been gathered first. Remember, you can only use TOPCAT after you have used both MILITARY and CIVILIAN.

NOTE

If your hard drive is not C:, the batch files (MILITARY.BAT, CIVILIAN.BAT, TOPCAT.BAT) will need to be edited before running CATSYS. Use any text editor to do this. The line containing c:\military\nprdcmil, c:\civilian\nprdcciv, or c:\topcat\nprdctop will need to have the C: changed to your hard drive designation (e.g., D:, E:). Save the changes to the .BAT file. The programs are now ready to run off your hard drive.

CATSYS 4.0 is now ready to operate.

NOTE

If the system displays OPEN ERROR, CONTINUE? (N) when started or while running, change the CONFIG.SYS file to include:

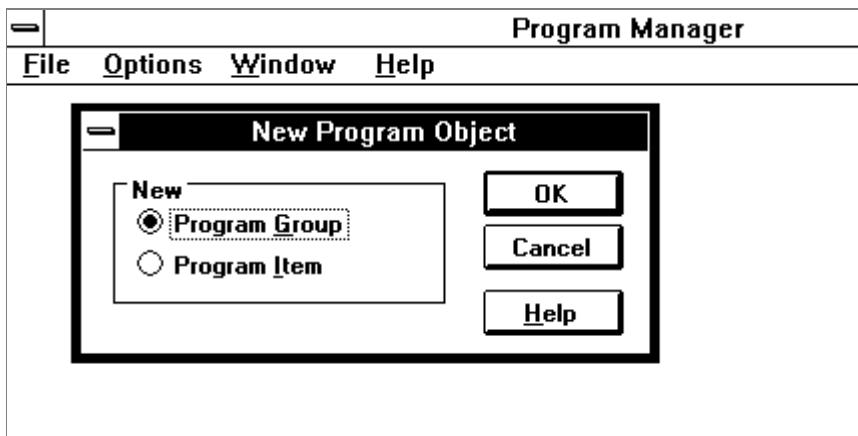
FILES = 50
BUFFERS = 15

You can make these changes to the CONFIG.SYS file by editing it with any text editor or word processor. Once changed, you need to reboot the computer to have the new settings become effective.

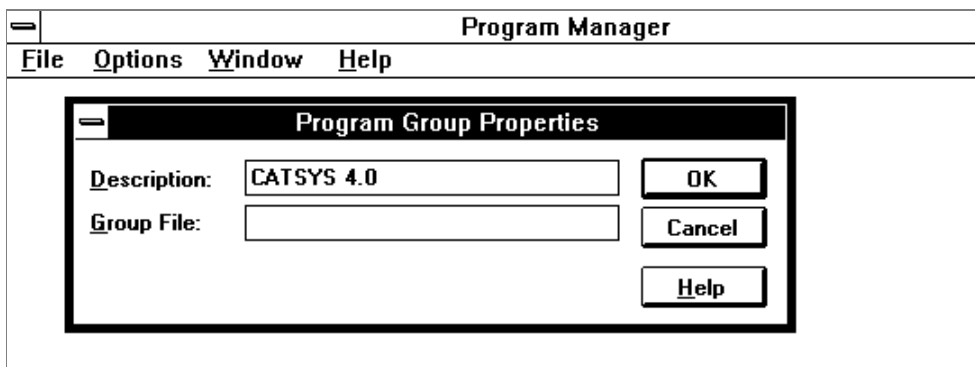
Creating CATSYS Icons in Windows 3.1/3.11

While CATSYS is written for DOS, it can be run through the Windows 3.1/3.11 and Windows 95 environments. Once the CATSYS programs are installed on the hard disk as described above, new items can be created in one of the Windows groups. To do this in Windows 3.1/3.11:

- **Step 1:** Start Windows.
- **Step 2:** Open the Program Manager if it is not already open.
- **Step 3:** Under the File Menu, select New.
- **Step 4:** Select Program Group and then click on OK.



- **Step 5:** Type CATSYS 4.0 on the description line and click on OK.

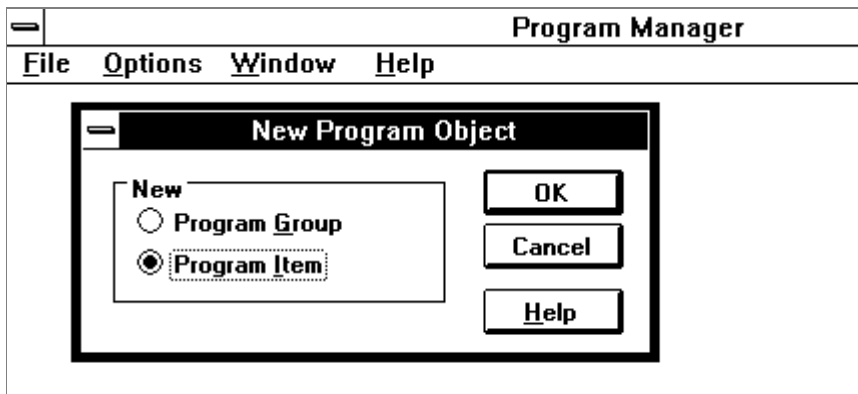


The CATSYS 4.0 window will then be the open window.

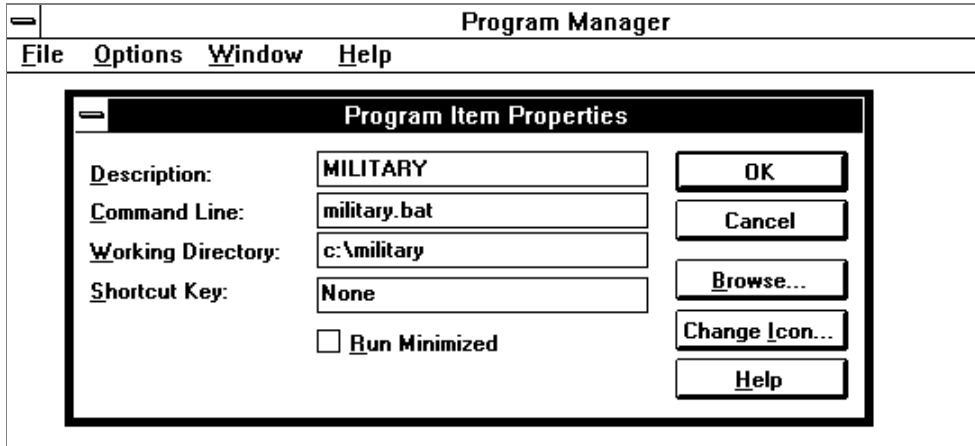


To add the MILITARY icon to the window:

- **Step 1:** Under the File Menu, select New.
- **Step 2:** Select Program Item and then click on OK.



- **Step 3:** Type MILITARY on the description line, military.bat on the command line, and c:\military on the working directory line.



- **Step 4:** Select Change Icon.

NOTE

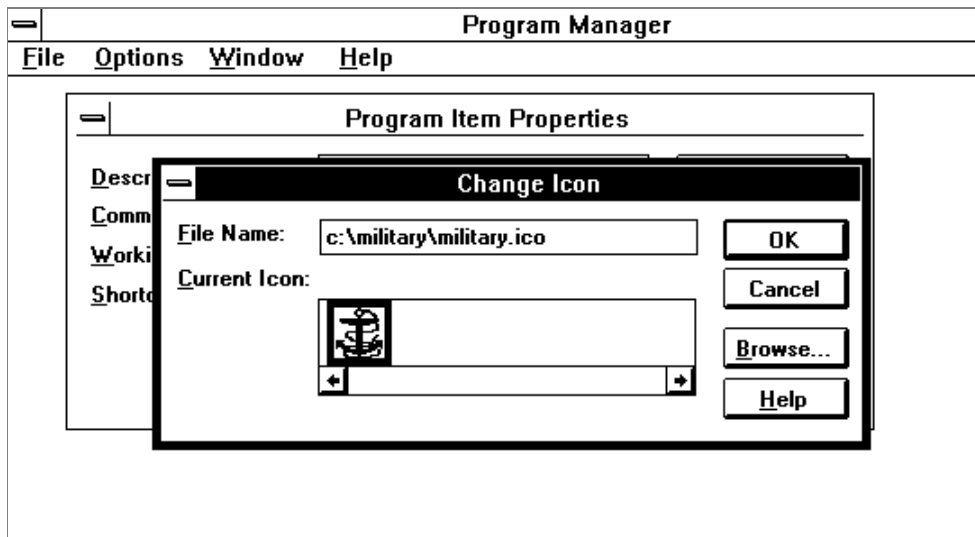
When you first attempt to change the icon, you may get a message that says:

There are no icons available for the specified file.

You can choose an icon from those available for Program Manager.

If this happens, click on OK and continue with step 5.

- **Step 5:** Type c:\military\military.ico <enter> on the File Name line, and then select the icon and click on OK.



- **Step 6:** Select OK in the Program Item Properties.

MILITARY will then be an item in the CATSYS 4.0 window.



To add the CIVILIAN icon to the window:

- **Step 1:** Under the File Menu, select New.
- **Step 2:** Select Program Item and then click on OK.
- **Step 3:** Type CIVILIAN on the description line, civilian.bat on the command line, and c:\civilian on the working directory line.
- **Step 4:** Select Change Icon. The icon message may again appear. Click on OK if it does.
- **Step 5:** Type c:\civilian\civilian.ico <enter> on the File Name line, and then select the icon and click on OK.
- **Step 6:** Select OK in the Program Item Properties.

CIVILIAN will then be an item in the CATSYS 4.0 window.



To add the TOPCAT icon to the window:

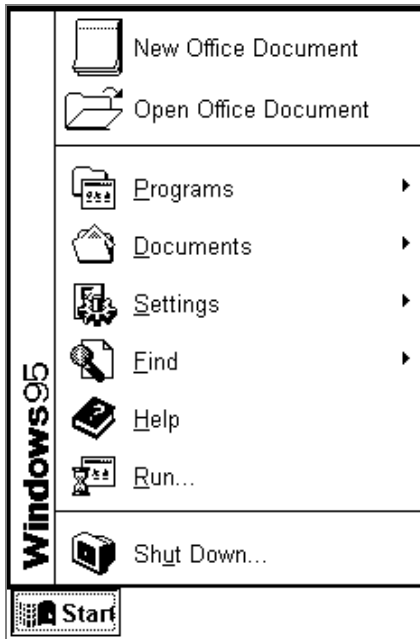
- **Step 1:** Under the File Menu, select New.
- **Step 2:** Select Program Item and then click on OK.
- **Step 3:** Type TOPCAT on the description line, topcat.bat on the command line, and c:\topcat on the working directory line.
- **Step 4:** Select Change Icon. The icon message may again appear. Click on OK if it does.
- **Step 5:** Type c:\topcat\topcat.ico <enter> on the File Name line, and then select the icon and click on OK.
- **Step 6:** Select OK in the Program Item Properties.

TOPCAT will then be an item in the CATSYS 4.0 window.

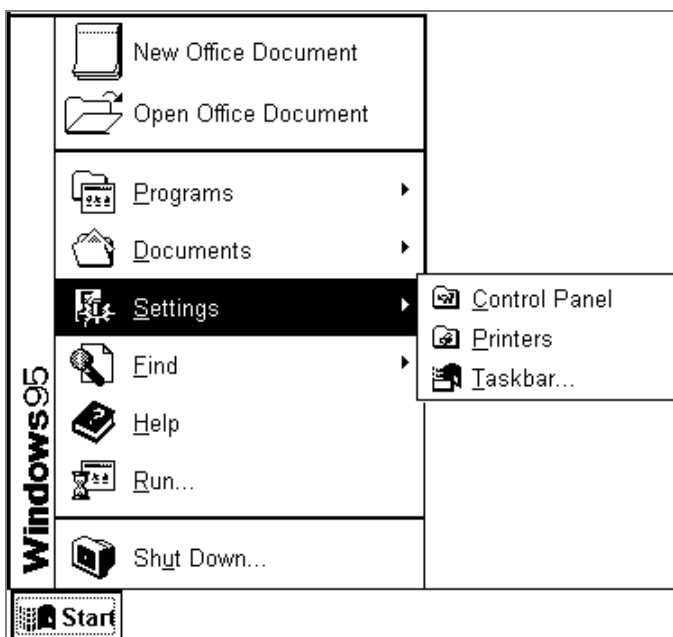
Creating CATSYS Icons in Windows 95

To create an icon for MILITARY in Windows 95:

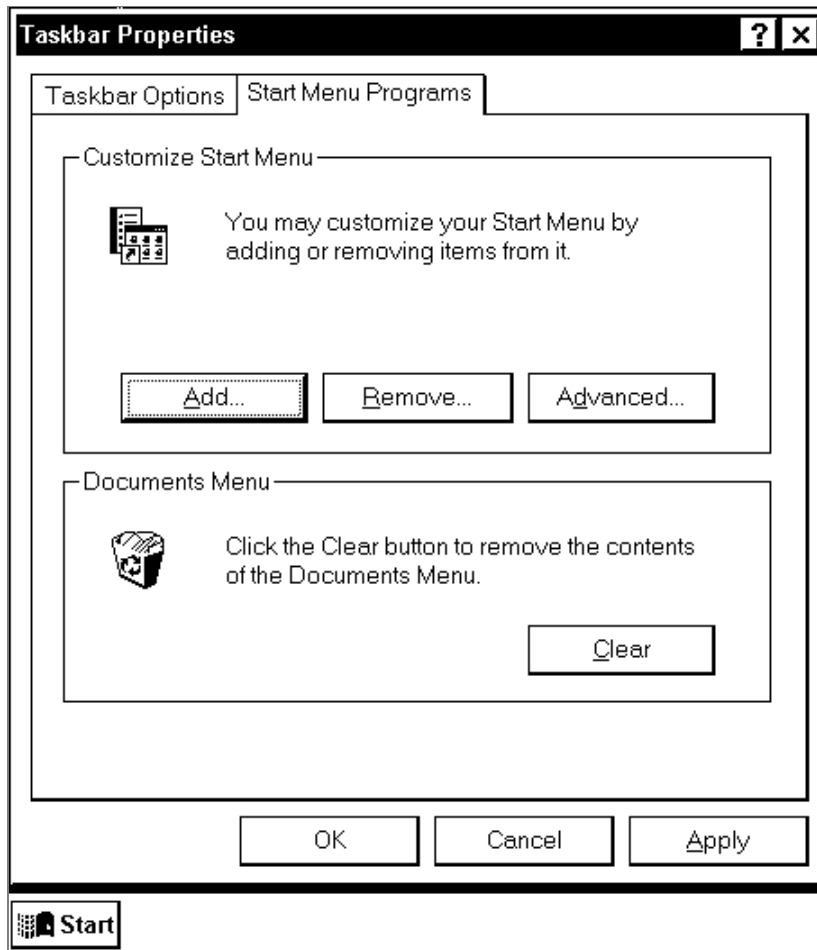
- **Step 1:** Click the Start button.



- **Step 2:** Point to Settings so that the submenu appears.

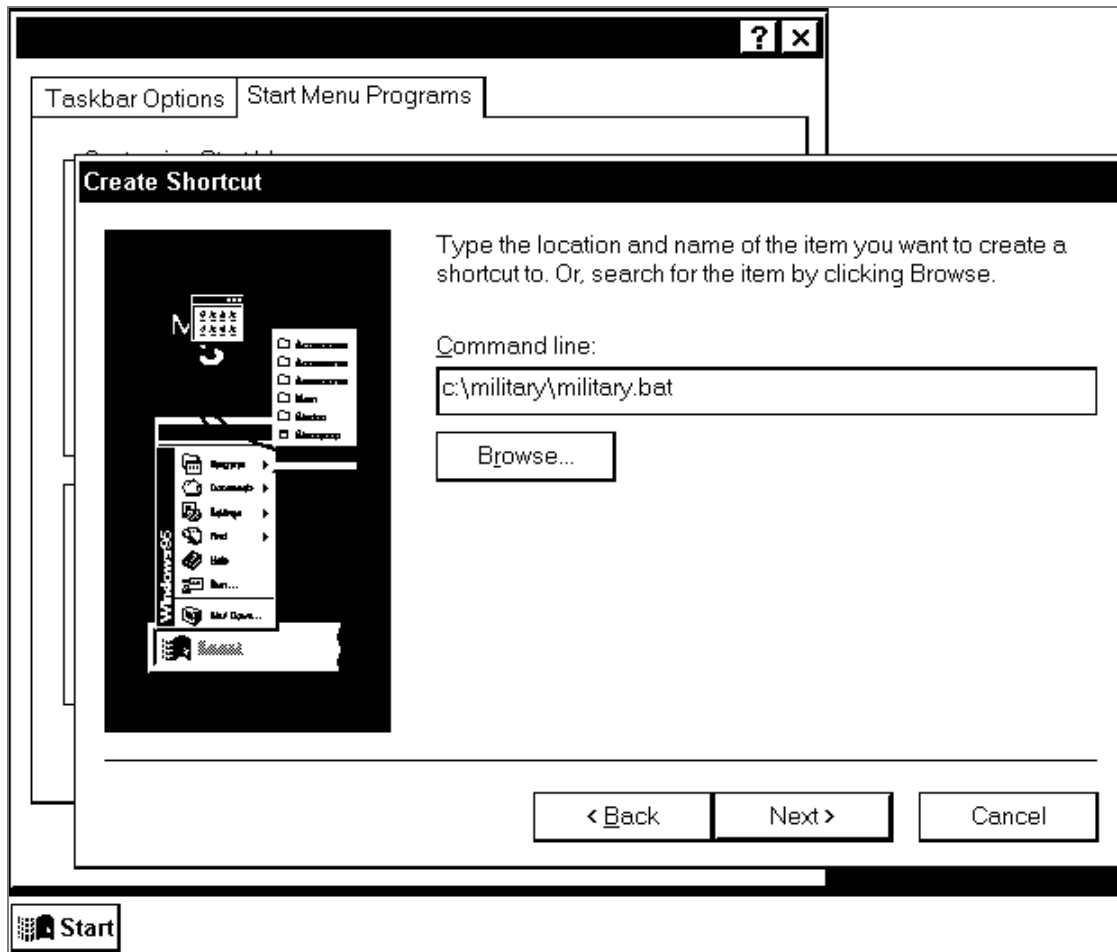


- **Step 3:** Click on the Taskbar option, and then the Start Menu Programs tab.

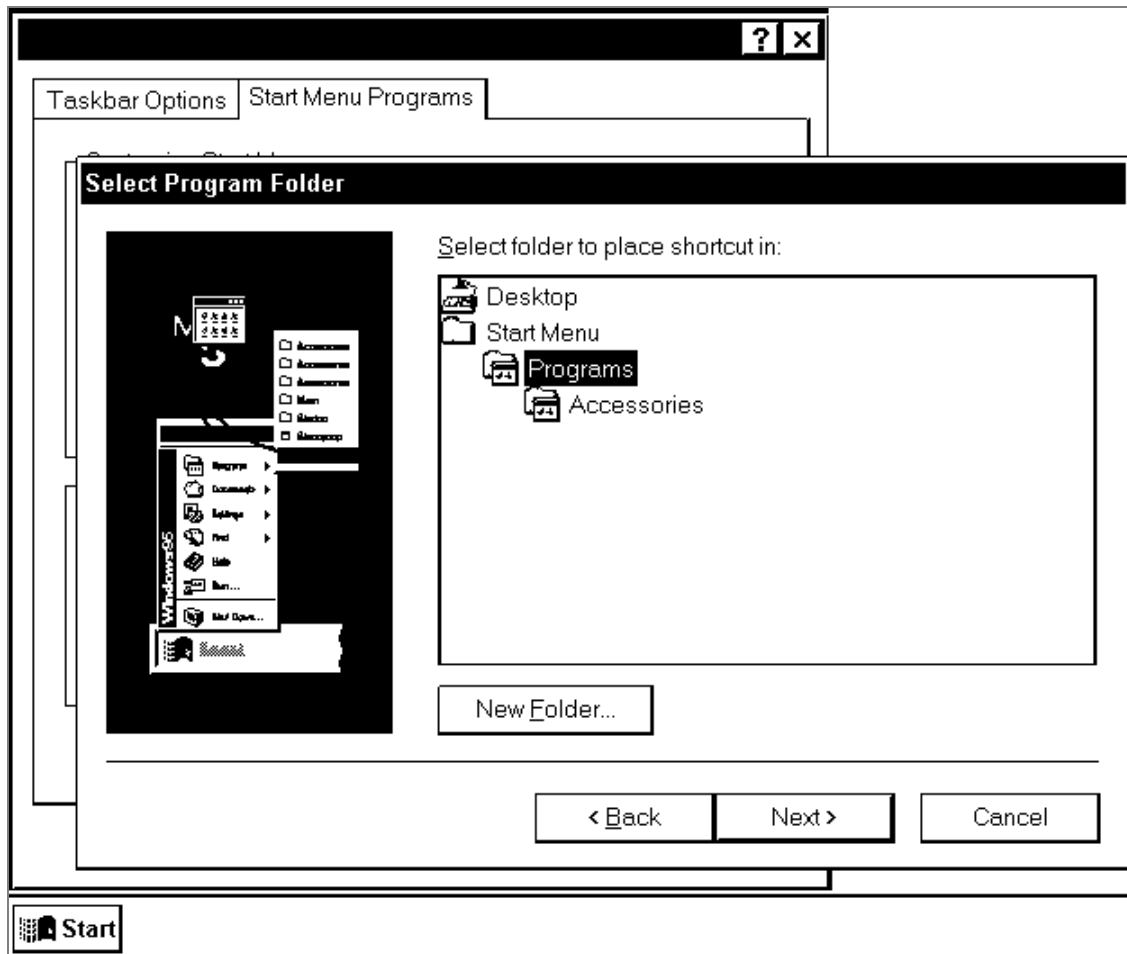


- **Step 4:** Click on Add.

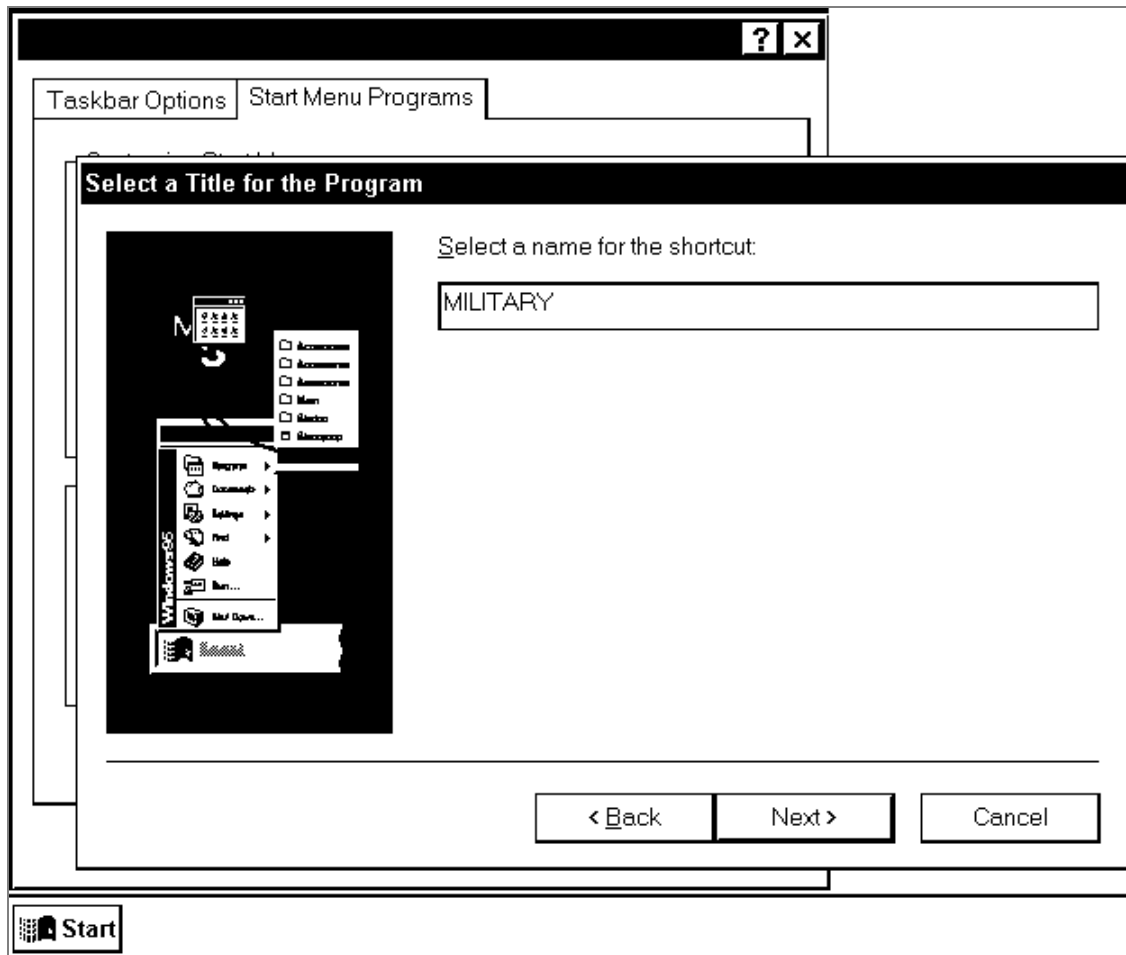
- **Step 5:** Type c:\military\military.bat in the Command Line and click on the Next button.



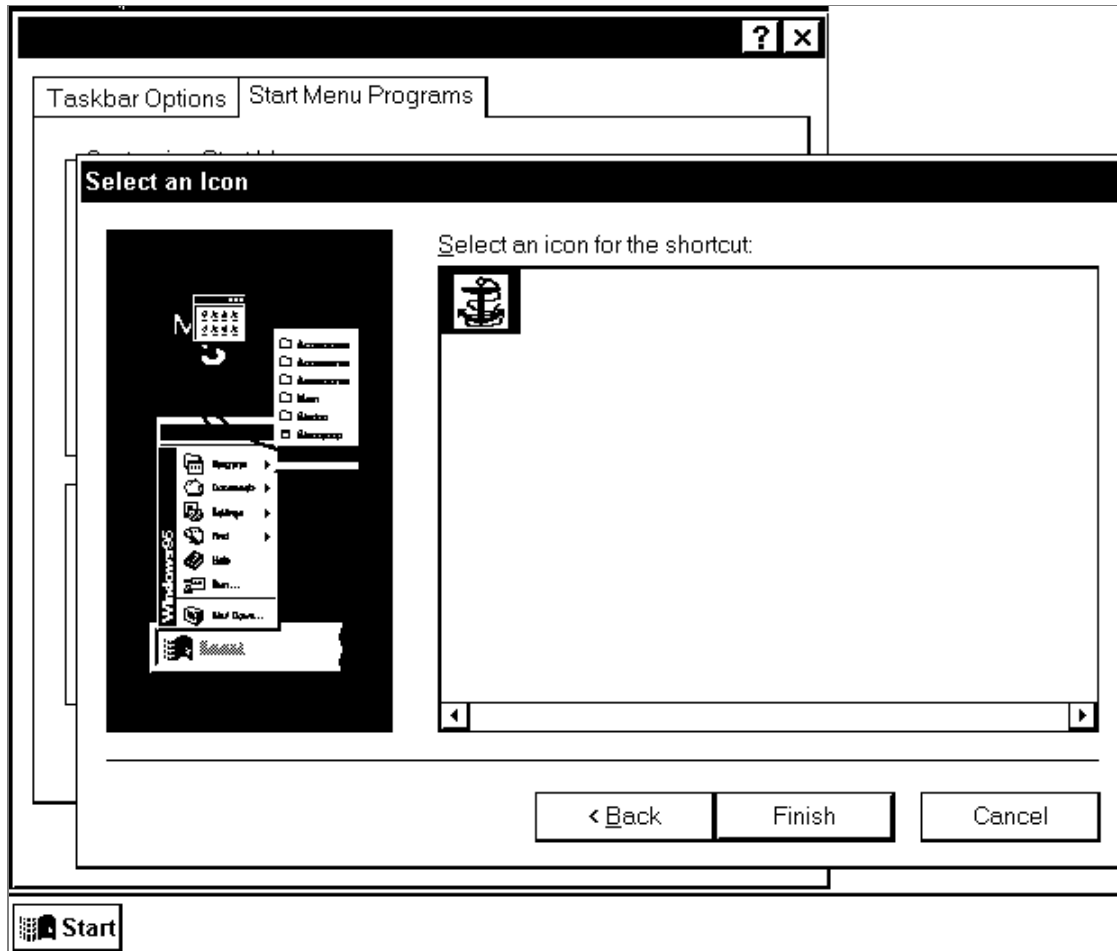
- **Step 6:** Click on the New Folder button and type CATSYS 4.0. Click on the Next button.



- **Step 7:** Type MILITARY as the name of the shortcut and click on the Next button.



- **Step 8:** Select the MILITARY icon and click on the Finish button.



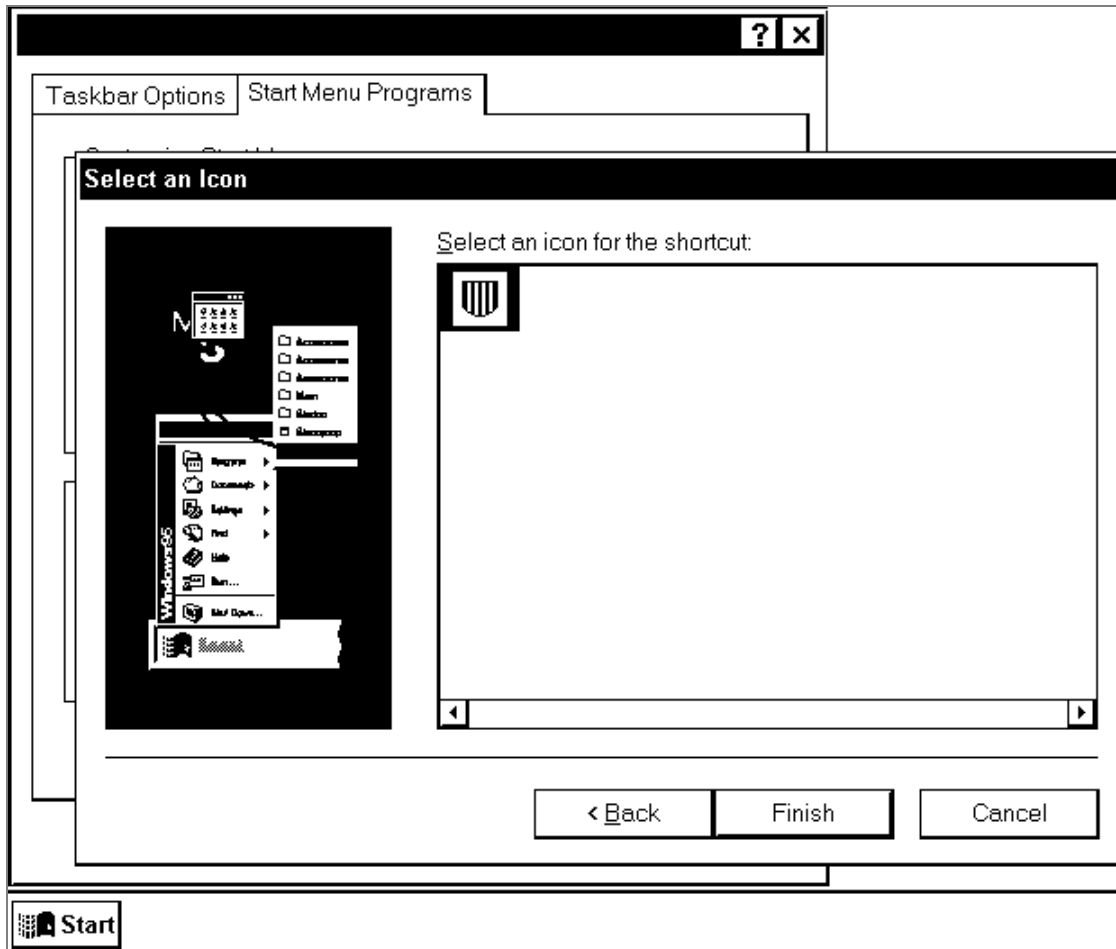
MILITARY is now an icon in the CATSYS 4.0 folder.



To create a CIVILIAN icon:

- **Step 1:** Click the Start button.
- **Step 2:** Point to Settings so that the submenu appears.
- **Step 3:** Click on the Taskbar option, and then the Start Menu Programs tab.
- **Step 4:** Click on Add.
- **Step 5:** Type c:\civilian\civilian.bat in the Command Line and click on the Next button.

- **Step 6:** Click on the CATSYS 4.0 folder and then the Next button. (If the CATSYS 4.0 folder has not yet been created, click on the New Folder button, type CATSYS 4.0, and click on the Next button.)
- **Step 7:** Type CIVILIAN as the name of the shortcut and click on the Next button.
- **Step 8:** Select the CIVILIAN icon and click on the Finish button.



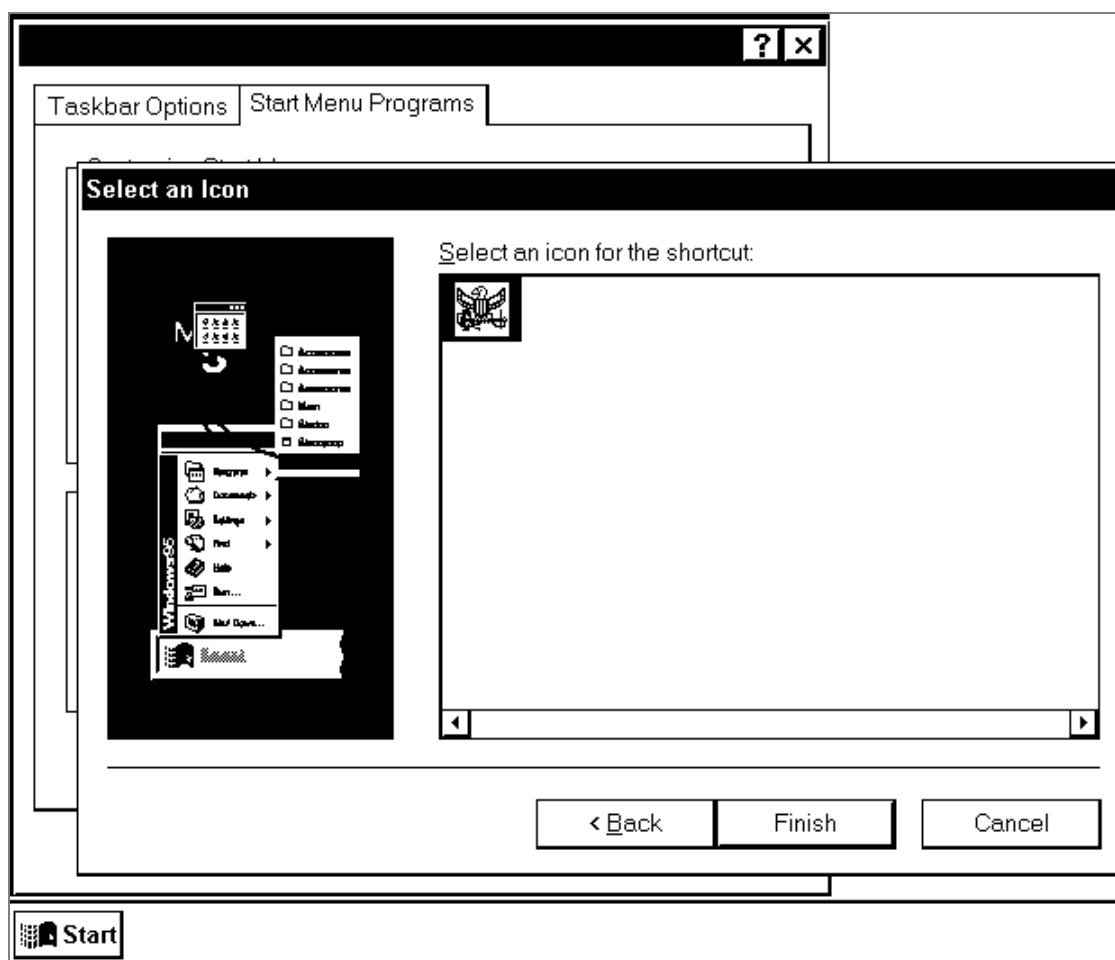
CIVILIAN is now an icon in the CATSYS 4.0 folder.



To create a TOPCAT icon:

- **Step 1:** Click the Start button.
- **Step 2:** Point to Settings so that the submenu appears.

- **Step 3:** Click on the Taskbar option, and then the Start Menu Programs tab.
- **Step 4:** Click on Add.
- **Step 5:** Type c:\topcat\topcat.bat in the Command Line and click on the Next button.
- **Step 6:** Click on the CATSYS 4.0 folder and then the Next button.
- **Step 7:** Type TOPCAT as the name of the shortcut and click on the Next button.
- **Step 8:** Select the TOPCAT icon and click on the Finish button.



TOPCAT is now an icon in the CATSYS 4.0 folder.

Security Considerations: Access Levels

There are a number of access levels in CATSYS 4.0. Levels one and two are restricted to those individuals (i.e., CATSYS programmer, system managers) authorized to make basic changes to CATSYS. Level three is designated for CAT members, the primary users of this guide. Level three access allows CAT members to create three user-defined modules containing up to 6 items each, make necessary modifications to open-ended questions, administer the survey, enter the responses into the database, analyze the responses, and obtain the results in tabular and graphic formats. This User's Guide is written at access level 3 -- the level appropriate for CAT members. Level 4 is for data entry -- it allows individuals to enter survey responses into the database but does not allow access to other features of the system (e.g., data analysis). Level 5 is used when respondents complete the survey directly on the computer.

Military and Civilian Programs

Getting Started with the Military Program

After the system is installed, type the following to begin MILITARY:

- **Step 1:** C:\>cd \military <enter>
- **Step 2:** C:\MILITARY>military <enter>

The system will load the military program and display a title screen. It will ask for your login and password. This is to provide security to the system and prevent inadvertent or unauthorized access to the database.

```

*****
** MILITARY **
*****

COMMAND ASSESSMENT TEAM SURVEY (CATSYS) SYSTEM
VERSION 4.0M

Navy Personnel R & D Center

-----POC----- -----e-mail----- --DSN--- -----COM-----
Paul Rosenfeld  rosenfel@nprdc.navy.mil  553-7658  (619)553-7658
Amy Culbertson  culberts@nprdc.navy.mil  553-0554  (619)553-0554

USER NAME.....
PASSWORD.....

Enter User Name - [Esc] to Exit

```

NOTE

To enter at the CAT member level, type the following:

login: comnd
password: survey

After logging in, the main menu will appear on the screen with the following options:

```
+-----+
| Screen: Menu                                08/16/96 |
|                                NAVPERSRANDCEN MILITARY CATSYS |
|                                10:32:54 |
+-----+

+-----+
| D - DEFINE COMMAND SURVEY |
| M - MODIFY SURVEY QUESTIONS |
| E - ENTER SURVEY RESPONSE |
| G - GENERATE REPORTS |
| S - SYSTEM UTILITIES MENU |
| Q - QUIT TO DOS |
+-----+

Please Select an Option
```

All instructions to the user or actions available are printed at the bottom middle of the screen.

There are 2 ways to make menu selections:

- Press the letter key for the option you want
d for DEFINE COMMAND SURVEY
- Move the cursor bar to the option you want and press <enter>

Entering Command Name and Demographics in the Military Program

The first step in running MILITARY is to enter the military demographics of the command using the DEFINE COMMAND SURVEY submenu. Selecting the DEFINE COMMAND SURVEY option will result in the following screen:

```

+-----+
| Screen: Menu                                08/16/96 |
|                                COMMAND DATA MENU    10:33:08 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | I - INPUT COMMAND DATA
| E - ENTER S | D - QUESTIONNAIRE DESCRIPTION
| G - GENERAT | L - LIST OF COMMAND DATA
| S - SYSTEM  | Q - QUIT TO MAIN MENU
| Q - QUIT TO+-----+
+-----+

Please Select an Option

```

Select **i** from the submenu. The following screen will appear:

```

+-----+
| Screen: 1                                08/16/96 |
| File:  COMMDLOG          Command Demographic Data    10:33:25 |
+-----+

+-----+
| Survey Title 1 :CATSYS 4.0M (ENTER COMMAND NAME ON THIS LINE)
| Survey Title 2 :Command Equal Opportunity/Sexual Harassment Survey
| Survey Title 3 :REMINDER: ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW
+-----+

Enter Demographic Breakdown by Percent within this Command

ETHNIC GROUP      SEX          RANK          PAYGRADE      PERCENT
White      :100      Female :100      Enlisted:100      E1 - E3   : 100
Black      : 0       Male   : 0       Officer : 0       E4 - E6   : 0
Hispanic   : 0
Asian/Pac  : 0
Isl.
O1 - O3   : 0
O4 - O6   : 0

Printer Selection for Graphs
Printer Type      : 01   HEWLETT PACKARD LASERJET
+-----+

Edit Quit

```

This screen is used to enter a command name and a date for the survey, demographic data about the military portion of the command, and the **type of printer** you have (very important!).

Completing the demographic data requires that you determine the percentages of active-duty personnel in the command within the following categories: Ethnic Group (White, Black, Hispanic, Asian/Pacific Islander), Sex (female or male), Rank (enlisted or officer), and Paygrade.

NOTE

Because of current limitations on the program, demographic breakouts for Native Americans and Others are not available. However, responses from individuals in these groups are included in other survey breakouts such as gender, paygrade, etc.

MILITARY uses the following Paygrade groupings: E-1 through E-3, E-4 through E-6, E-7 through E-9, W-1 through W-4, O-1 through O-3, and O-4 through O-6. This information should be available through the administrative/personnel officer at the command.

NOTE

Civilian responses CANNOT be entered into the MILITARY program. Civilian responses must be entered into the CIVILIAN program in the C:\CIVILIAN directory.

The title and other information that you first see on the COMMAND UNIQUE DEMOGRAPHIC DATA screen are "default" values. This screen should be modified by the CAT to include information (e.g., command name, date) relevant to the specific survey administration that is being done. To add or change information, press e for edit (notice options at the bottom middle of the screen). The cursor highlight bar will appear on the first "Survey Title" line. Information such as the name of the command and survey date can be entered on Survey Title lines 1 through 3. On Survey Title line 3, a reminder notice appears which says, "ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW." To change the default demographics press <enter> or use the cursor/arrow keys to advance to the next line. If you do not know the demographic breakout of the command at this time, you can advance through the fields by pressing <enter>, or using the cursor/arrow keys to move down.

NOTE

Remember to enter the name of your local command on survey title line 2, and delete the reminder on survey title line 3. Otherwise, these reminders will appear at the beginning of the survey.

CATSYS requires each demographic group (e.g., ethnic group, gender) total to be 100%. The default values are **not** real values and should be changed by the CAT to fit the local command's demographics. If the exact distributions are not known, they should be estimated so that they add to 100%.

Getting Started with the Civilian Program

After the system is installed, type the following to begin CIVILIAN:

- **Step 1:** C:\>cd \civilian <enter>
- **Step 2:** C:\CIVILIAN>civilian <enter>

The system will load the program and display a title screen. It will ask for your login and password. This is to provide security to the system and prevent inadvertent or unauthorized access to the database.

```

+-----+
|               +-----+
|               |               | | |
|               | ***** |
|               | ** CIVILIAN ** |
|               | ***** |
|               |               |
|               | COMMAND ASSESSMENT TEAM SURVEY (CATSYS) SYSTEM |
|               | VERSION 1.0C |
|               |               |
|               | Navy Personnel R & D Center |
|               |               |
|   ---POC---    |   -----e-mail-----    |   --DSN--    |   ----COM----    |
| Paul Rosenfeld | rosenfel@nprdc.navy.mil | 553-7658 | (619)553-7658 |
| Amy Culbertson | culberts@nprdc.navy.mil | 553-0554 | (619)553-0554 |
|               |               |               |               |
|               | USER NAME..... |
|               | PASSWORD..... |
|               |               |
|               | Enter User Name - [Esc] to Exit |
|               |               |
|               +-----+
+-----+

```

NOTE

To enter at the CAT member level, type the following:

login: comnd

password: survey

The main menu will appear on the screen with the following options:

```
+-----+
| Screen: Menu                                08/16/96 |
|                                NAVPERSRANDCEN CIVILIAN CATSYS |
|                                11:08:35 |
+-----+

+-----+
| D - DEFINE COMMAND SURVEY |
| M - MODIFY SURVEY QUESTIONS |
| E - ENTER SURVEY RESPONSE |
| G - GENERATE REPORTS |
| S - SYSTEM UTILITIES MENU |
| Q - QUIT TO DOS |
+-----+

Please Select an Option
```

All instructions to the user or actions available are printed at the bottom middle of the screen. There are 2 ways to make menu selections:

- Press the letter key for the option you want
d for DEFINE COMMAND SURVEY
- Move the cursor bar to the option you want and press <enter>

Entering Command Name and Demographics in the Civilian Program

The first step in running CIVILIAN is to enter the civilian demographics of the command using the DEFINE COMMAND SURVEY menu. Selecting the DEFINE COMMAND SURVEY option will result in the following screen:

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         COMMAND DATA MENU 11:24:21 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | I - INPUT COMMAND DATA |
| E - ENTER S | D - QUESTIONNAIRE DESCRIPTION |
| G - GENERAT | L - LIST OF COMMAND DATA |
| S - SYSTEM | Q - QUIT TO MAIN MENU |
| Q - QUIT TO+-----+
+-----+

Please Select an Option

```

Select i from the submenu. The following screen will appear:

```

+-----+
| Screen: 1                                08/16/96 |
| File:  COMMDLOG          Command Demographic Data 11:24:44 |
+-----+

+-----+
| Survey Title 1 :CATSYS 4.0C (ENTER COMMAND NAME ON THIS LINE) |
| Survey Title 2 :Command Equal Opportunity/Sexual Harassment Survey |
| Survey Title 3 :REMINDER: ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW |
+-----+

      Enter Demographic Breakdown by Percent within this Command

+-----+
| ETHNIC GROUP      SEX      PAY CATEGORY/CLASSIFICATION  PERCENT |
| White      :100      Female :100      GENERAL SCHEDULE      1-4 : 100 |
| Black      : 0      Male   : 0      (GS,GM,GG,GJW,etc)      5-8 : 0 |
| Hispanic   : 0      9-12 : 0 |
| Asian/Pac  : 0      13-15 : 0 |
| Isl.      : 0      WAGE SYSTEM      1-4 : 0 |
|              (WG,WS,WL,WD,WN,etc)  5-8 : 0 |
| Printer Selection for Graphs      9-12 : 0 |
| Printer Type      : 01  HEWLETT PACKARD LASERJET      13-15 : 0 |
+-----+

Edit Quit

```


This screen is used to enter a command name and a date for the survey, demographic data about the civilian portion of the command, and the printer type. Completing the demographic data requires that you determine the percentages of civilian personnel in the command within the following categories: Ethnic Group (White, Black, Hispanic, Asian/Pacific Islander), Sex (female or male), and Pay Category/Classification.

NOTE

Because of current limitations on the program, demographic breakouts for Native Americans and Others are not available. However, responses from individuals in these groups are included in other survey breakouts such as gender, paygrade, etc.

CATSYS uses the following Pay Category/Classification: General Schedule 1-4, 5-8, 9-12, and 13-15; and Wage System 1-4, 5-8, 9-12, and 13-15. This information should be available through the Personnel or Human Resources office at the command.

NOTE

Military responses CANNOT be entered into the CIVILIAN program. Military responses must be entered into the MILITARY program in the C:\MILITARY directory.

The title and other information that you first see on the COMMAND UNIQUE DEMOGRAPHIC DATA screen are "default" values. This screen should be modified by the CAT to include information (e.g., command name, date) relevant to the specific survey administration that is being done. To add or change information, press e for edit (notice options at the bottom middle of the screen). The cursor highlight bar will appear on the first "Survey Title" line. Information such as the name of the command and survey date can be entered on Survey Title lines 1 through 3. On Survey Title line 3, a reminder notice appears which says, "ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW." To change the default demographics press <enter>, or use the cursor/arrow keys to advance to the next line. If you do not know the demographic breakout of the command at this time, you can advance through the fields by pressing <enter>, or using the cursor/arrow keys to move down.

NOTE

Remember to enter the name of your local command on survey title line 2, and delete the reminder on survey title 3. Otherwise, these reminders will appear at the beginning of the survey.

CATSYS requires each demographic group (e.g., ethnic group, gender) total to be 100%. The default values are **not** real values and should be changed by the CAT to fit the local command's demographics. If the exact distributions are not known, they should be estimated so that they add to 100%.

Setting The Printer

To set the printer, move to the "Printer Type" field. The message at the bottom middle of the screen says, "Enter Printer Type for Graphs (\=List of Printers)." To see the list of possible printers, press the backslash key (\) and then <enter>. The printers will be listed by number. Currently, CATSYS is compatible with a number of different printers but works best on HP LaserJet, Epson dot-matrix, and ALPS P2000 printers. CATSYS 4.0 does not have drivers for color printers. The HP LaserJet is the default printer.

Use the cursor/arrow keys to move the highlight bar to the type of printer you have. Press s to select that printer. Your selection will then appear on the screen next to Printer Type. Press <enter> again. You will be asked if you want to update this information. Press y for "Yes." To exit, press q for "Quit."

NOTE

You must set the printer type using the INPUT COMMAND DATA screen for your system to print graphs and tables correctly.

Once the printer is set, the system will use that information until it is changed.

The Command Equal Opportunity/Sexual Harassment (CEOSH) Survey: Military Version

A standard survey was developed for commands to use in their local equal opportunity assessments of military personnel. A copy of the survey is provided in Appendix A at the end of this User Guide. CAT members can use this survey to measure the equal opportunity climate at their commands. The survey is also contained on CATSYS 4.0 and can be printed out using the MILITARY program.

The military CEOSH survey contains 46 items (4 demographic questions; 42 equal opportunity questions) and should take about 10-15 minutes to complete. All but the last three items are **closed-ended**, meaning that a rating scale (i.e., “strongly disagree-strongly agree”; “yes-no”) is provided. Closed-ended items are preferred on surveys such as the CEOSH because closed-ended items: (1) are easy to score, (2) provide more reliable data than open-ended questions, and (3) allow comparisons to be made between groups (e.g., Blacks, Whites, Hispanics) since everyone uses the same response options. These standard survey items also allow comparisons with norms that were developed from the responses of personnel to a large Navy-wide survey. Appendix B of this User Guide contains these norms based on the results of the 1996 Navy Equal Opportunity/Sexual Harassment (NEOSH) Survey.

The military version of the CEOSH survey addresses 9 equal opportunity content areas called **modules**. These 9 modules are:

- Advancement
- Discrimination
- Grievances/Complaints
- Sexual Harassment
- EO/SH Training
- Retention/Transition
- Discipline
- Extremist/Hate Groups
- Alcohol and Harassment

Modules are groups of items that have a central topic (e.g., Discipline). CATSYS analyzes both the individual items within a module as well as calculating an overall mean or average score for the entire module. Since modules are usually more stable measures of an area than a single item, the CAT can compare both the individual items and the module means to the Navy-wide norms included in Appendix B of this User Guide.

The Command Equal Opportunity/Sexual Harassment (CEOSH) Survey: Civilian Version

A standard survey was developed for commands to use in their local equal opportunity assessments of civilian personnel. A copy of the survey is provided in Appendix C at the end of this User Guide. This survey can be used to measure the equal opportunity climate of civilian personnel at a command. The survey is also contained on CATSYS 4.0 and can be printed out using the CIVILIAN program.

The civilian CEOSH survey contains 51 items (5 demographic questions; 46 equal opportunity questions) and should take about 10-15 minutes to complete. There are no norms currently available for civilian survey items.

The civilian version of the CEOSH survey addresses 9 equal opportunity content areas called **modules**. These 9 modules are:

- Advancement
- Discrimination
- Grievances/Complaints
- Sexual Harassment
- EO/SH Training
- Work Issues/Supervision
- Diversity Issues
- Extremist/Hate Groups
- Alcohol and Harassment

Modules are groups of items that have a central topic (e.g., Discrimination). CATSYS analyzes both the individual items within a module as well as calculating an overall mean or average score for the entire module.

Modifying and Printing the Surveys

Changing the Survey Instructions

While the survey uses a standard set of opening and closing instructions, these may be modified. From the main menu, select d for DEFINE COMMAND SURVEY and from the submenu, select d, QUESTIONNAIRE DESCRIPTION.

```
+-----+
| Screen: Menu                                08/16/96 |
|                                         COMMAND DATA MENU 10:33:08 |
+-----+
```

```
+-----+
| D - DEFINE +-----+
| M - MODIFY | I - INPUT COMMAND DATA |
| E - ENTER S | D - QUESTIONNAIRE DESCRIPTION |
| G - GENERAT | L - LIST OF COMMAND DATA |
| S - SYSTEM  | Q - QUIT TO MAIN MENU   |
| Q - QUIT TO+-----+
+-----+
```

Please Select an Option

```
+-----+
| Screen: 1                                08/16/96 |
| File:  COMMDLOG      Command Questionnaire Description 10:33:44 |
+-----+
```

Questionnaire Introduction Statement

You are being asked to complete this survey as part of an effort to assess the Equal Opportunity Climate at this command. Do not put your name on this survey. No one will be able to match your answers to you, so please answer all questions honestly. After completing the survey, return it to the designated collection area or to your survey administrator.

Questionnaire Conclusion Statement

You have finished the survey. Thank you very much for your help. Please return the survey to your survey administrator.

Edit Quit

In the COMMAND QUESTIONNAIRE DESCRIPTION screen, press e to edit the statements. The modifications are saved by pressing <control>w and selecting y in response to the prompt to update this information. **You will need to print the entire survey from the MILITARY/CIVILIAN program to include these changes on the paper survey form.**

To see how the survey title page looks, you may print it. In addition, the demographic data entered earlier about the command will be printed. To print, select l for LIST OF COMMAND DATA, and then p to print.

To return to the main menu, select q for “Quit to Main Menu.” If the information needs to be changed, go back and modify the information on the DEFINE COMMAND SURVEY option in the main menu.

Adding New Survey Items (Modules 97, 98, and 99)

A useful feature of CATSYS 4.0 is the ability for local commands to create three modules containing up to 6 items in each module. The items may be in “disagree-agree” or “yes-no” format, or in a combination of the two. Once these items are defined, CATSYS will analyze them in the same manner as the other modules on the standard portion of the survey.

To create new survey items, a user-defined module must first be defined. Choose the m - MODIFY SURVEY QUESTIONS option from the main menu and then hit <enter> or m for COMMAND CLOSED-ENDED MODULES in the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         SURVEY MAINTENANCE 10:34:17 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | M - COMMAND CLOSED-ENDED MODULES |
| E - ENTER S | C - COMMAND CLOSED-ENDED QUESTIONS |
| G - GENERAT | L - LIST CLOSED-ENDED QUESTIONS |
| S - SYSTEM  | O - COMMAND OPEN-ENDED QUESTIONS |
| Q - QUIT TO | Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

A screen titled **COMMAND CLOSED-ENDED MODULES UPDATE** will appear. The first time this option is used, the message “**BROWSE INFORMATION NOT FOUND, PRESS ANY KEY TO CONTINUE**” will appear. Hitting any key will move you to the subscreen, **COMMAND CLOSED-ENDED MODULES VIEW**. At the bottom of the screen the commands “Add,” “Edit,” “Del,” and “Quit” appear.

[illegible]

To create a new module choose a for “Add.” You will then be prompted to enter a module number and module name. **For user-defined modules, the number entered must be 97, 98, or 99 -- CATSYS 4.0 will not accept any other number.** After the number is entered, you will be prompted to enter a module name. Since this name will appear on the printed survey and on the graphs and tables, you should call it something that will make it clear both to the survey respondents and to the CAT what the included questions are about. One suggestion is LOCAL COMMAND ITEMS, but the title can be anything as long as it fits into the module name space.

After entering the name for each module (97, 98, 99), a prompt will appear that says, “Update this Information? (Y/N).” Enter y to update and continue. Then hit a to add another module or q to quit from this screen.

Once the module name is established you can write up to six items for it. To write Module 97, 98, or 99 items, choose C - COMMAND CLOSED-ENDED QUESTIONS from the submenu:

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         SURVEY MAINTENANCE 10:34:17 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | M - COMMAND CLOSED-ENDED MODULES |
| E - ENTER S | C - COMMAND CLOSED-ENDED QUESTIONS |
| G - GENERAT | L - LIST CLOSED-ENDED QUESTIONS |
| S - SYSTEM | O - COMMAND OPEN-ENDED QUESTIONS |
| Q - QUIT TO | Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

The first time this submenu is used, the message “BROWSE INFORMATION NOT FOUND, PRESS ANY KEY TO CONTINUE” will appear. Hitting any key will move you to the screen, COMMAND CLOSED-ENDED QUESTIONS UPDATE with the subtitle, COMMAND CLOSED-ENDED QUESTIONS VIEW.

[illegible]

To create items for Modules 97, 98, or 99, chose a for “Add” from the menu. MILITARY/CIVILIAN allow up to six questions to be created in Modules 97, 98, and 99 (18 is the maximum total allowed in each program). The user-defined items in MILITARY and CIVILIAN can be the same or different.

NOTE

CATSYS will not provide military-civilian comparisons within TOPCAT for user-defined items.

NOTE

Policymakers within the Bureau of Naval Personnel have suggested that CATs may want to include items related to alcohol-use as part of the command unique items for the MILITARY survey. Appendix D contains a list of these suggested items.

User Defined Question Types: Modules 97, 98, and 99

To provide CATs with maximum flexibility, CATSYS 4.0 allows Module 97, 98, and 99 items to be written in one of three types:

- **Type 1** - Strongly Disagree-Strongly Agree (positively worded)
- **Type 2** - Strongly Disagree-Strongly Agree (negatively worded/reverse scored)
- **Type 3** - Yes-No

These three types correspond to the three types of questions that are in the standard military and civilian CEOSH surveys.

A Type 1 item is one that is written in the direction of positive EO climate so that higher numbers correspond to more positive findings. For example, the item, “The leadership at this command enforces the Navy’s policy on sexual harassment,” is a Type 1 item because higher rates of agreement correspond to higher scores and more positive EO climate (a “4” is better than a “3”).

A Type 2 item is one that is negatively worded: Agreement implies a negative EO climate. For example, the item, “Sexual harassment is occurring at this command,” is a Type 2 item. Greater agreement with this item implies that more sexual harassment is occurring (a negative finding). Both on the CEOSH and on CATSYS modules 97, 98, and 99, the system **reverse-scores** Type 2 items (a “5” is scored as a “1”, a “4” as a “2”, etc.) so that higher numbers indicate better EO climate.

NOTE

Reverse-scoring is used for negatively worded items so that higher numbers always mean better EO climate. Items that are reverse-scored have an asterisk (*) next to them on CATSYS graphs and tables.

A Type 3 item is a factual or “yes-no” question. An example of this is the item, “I have received equal opportunity training at this command in the past year.”

Here's how the screens would look for a local "QUALITY OF LIFE" module:

```

+-----+
| Screen: 1                                08/16/96 |
| File:  CMDMOD      Command Closed-ended Modules Update  10:34:28 |
+-----+
|
| Command Closed-ended Modules View
| Module No---Module Name---|
|
|
|
|
+-----+
|
| Module Number :97
| Module Name   :QUALITY OF LIFE
|
+-----+

```

Enter Module Name

```

+-----+
| Screen: 1                                08/16/96 |
| File:   CMDQUES   Command Closed-ended Questions Update 10:34:43 |
+-----+
|-----Command Closed-ended Questions View-----|
| Mod Ques Type-----Question Line 1-----|
|
|
|
|
|
|
+-----+
| Module Number : 97   QUALITY OF LIFE |
| Question No.   : 1    Question Type: 1 |
| Question Line1: I am satisfied with the Quality of Life at this command. |
| Question Line2: |
| Question Line3: |
+-----+
+-----+

```

Update this Information? (Y/N) Y

Or we could add three local modules:

```

+-----+
| Screen: 1                                08/16/96 |
| File:  CMDMOD      Command Closed-ended Modules Update  10:34:28 |
+-----+
|
|      Command Closed-ended Modules View
|      Module No----Module Name-----
|      97      QUALITY OF LIFE
|      98      CAREER ISSUES
|      99      FRATERNIZATION
|
+-----+
|
|
|
|
+-----+
|
|
|
|
+-----+

```

Add Edit Del Quit

Up to six individual questions could be written for each of the three modules by following the procedures described above.

Command Open-Ended Questions

In addition to the closed-ended standard questions, there are three open-ended (essay-type) questions on both the military and civilian CEOSH surveys. CATSYS also allows users to add command-unique open-ended questions to the survey. In this way, the CAT can tap issues that may be of concern to a particular command. CAT members may want to ask key command personnel, such as the Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC), and civilian personnel and EEO officials for input on what open-ended questions to include in the survey.

Command unique open-ended questions can be modified by choosing m - MODIFY SURVEY QUESTIONS from the main menu, followed by o - COMMAND OPEN-ENDED QUESTIONS from the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
| SURVEY MAINTENANCE                        10:34:17 |
+-----+

+-----+
| D - DEFINE | M - COMMAND CLOSED-ENDED MODULES |
| M - MODIFY | C - COMMAND CLOSED-ENDED QUESTIONS |
| E - ENTER S | L - LIST CLOSED-ENDED QUESTIONS |
| G - GENERAT | O - COMMAND OPEN-ENDED QUESTIONS |
| S - SYSTEM  | Q - QUIT TO MAIN MENU           |
+-----+

Please Select an Option

```

The following screen will then appear which will allow you to modify the existing questions and add additional ones, for example, on quality of life:

```

+-----+
| Screen: 1                                08/16/96 |
| File: COMMENT Command Open-ended Questions Update 10:35:14 |
+-----+
|-----Command Open-ended Questions View-----|
| Com No-----Comment Line 1-----|
| 1 What equal opportunity training, programs, or events at this |
| 2 What equal opportunity training, programs, or events at this |
| 3 Are there other equal opportunity issues or problems at this |
+-----+
| Question No. : 4 |
| Comment Line 1: Describe any quality of life problems at this command. |
| Comment Line 2: |
| Comment Line 3: |
+-----+

Update this Information? (Y/N) Y

```

If items are edited or added, be sure to answer y to the “Update this Information? (Y/N)” prompt. Once this information is updated, it will be contained on the version of the survey printed by the software.

Tips on Writing Survey Items

The writing of survey items is an art rather than a precise science. Sometimes, surveys ask questions that are hard to answer; and when the answer is obtained, no one is sure what it means. Creating good survey items involves more than using correct spelling and good grammar. The art of writing good items for a command EO survey requires awareness and adherence to some basic rules.

- **Keep the items simple.** The CAT should strive to write **simple, clear, and unambiguous** items that try to measure a **single idea**. One way to maintain simplicity is to keep the items focused on the topic of the survey--equal opportunity--and avoid going off on tangents to other topics.
- **Keep the items short.** There is no magic number of words for a good item. However, usually fewer words are better than more words in an item.
- **Use items that ask specifics.** Specific items are usually better than general items. Specific items are associated with more accurate recall, and are more likely to be interpreted similarly by all respondents. One way to avoid nonspecific questions is to look at each question and ask, "If we get a negative result on this question, will we know what actions to take?" Consider the general item, “There are problems at this command?” Even if many people indicate there are problems, a course of follow-on actions is not apparent. Thus, the item should be rewritten because it is too general to yield a specific course of action. A better item would be, “There are problems with the EO complaints process at this command.” If many people agreed, a closer look at the command’s EO complaints process might be warranted to see what is broken and determine how to fix it.
- **Split double-barreled items.** Generally, only one topic or concept should be included on any survey item. Survey items that contain two separate ideas or try to combine two questions into one are called double-barreled. For example, “Sexual harassment and racial discrimination are common at this command” is double-barreled since one could agree that sexual harassment is common but disagree that racial discrimination is common. Often, it is best to split double-barreled items into two separate items.
- **Avoid double negatives.** The CAT should examine each new item to see if it contains a double negative. For example, a question with a double negative might be “I do not support the idea of not allowing women to serve in combat roles.” Double negatives such as in this item are confusing, awkward, and a potential source of error when the results are interpreted and acted on.

- **Use the everyday language of Navy sailors and civilians.** Item ambiguity can be reduced by avoiding words that are not used in the conversations of the survey respondents. While one should generally avoid complex words or jargon when writing items, it is acceptable to use the jargon of the Navy if all respondents are familiar with it. For example, the occupational specialty of a Navy enlisted person is known as a “rating.” Therefore, rating would be the most appropriate term to use when asking a sailor about his or her occupational specialty.

Printing the Survey

This CATSYS User Guide contains a copy of the standard CEOSH military survey (Appendix A) and the standard CEOSH civilian survey (Appendix C). When either survey is administered using a paper-and-pencil format, Appendix A and/or Appendix C should be printed and reproduced. However, if the CAT adds command-specific items using Module 97, 98, or 99, or changes the opening or closing instructions, a new version of the survey will need to be printed by using the software.

NOTE

Make sure that the printer type is set properly. This is done through the Define Command Survey menu followed by the Inter Command Data submenu. See “Setting the Printer” section for more information.

To print the survey through CATSYS:

- **Step 1:** Select GENERATE REPORTS from the main menu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                NAVPERSRANDCEN MILITARY CATSYS 10:32:54 |
+-----+

+-----+
| D - DEFINE COMMAND SURVEY                    |
| M - MODIFY SURVEY QUESTIONS                  |
| E - ENTER SURVEY RESPONSE                    |
| G - GENERATE REPORTS                        |
| S - SYSTEM UTILITIES MENU                    |
| Q - QUIT TO DOS                             |
+-----+

Please Select an Option

```

- **Step 2:** Select PRINT SURVEY QUESTIONNAIRE.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                REPORTS MENU 10:36:04 |
+-----+

+-----+
| D - DEFINE +-----+ |
| M - MODIFY | 1 - LIST OF QUESTIONS BY MODULE |
| E - ENTER S| 2 - PRINT SURVEY QUESTIONNAIRE |
| G - GENERAT| 3 - LIST CMD OPEN-ENDED QUESTIONS |
| S - SYSTEM | 4 - BUILD GRAPH/SUMMARY TABLES |
| Q - QUIT TO| 5 - GRAPHS BY MODULE |
+-----+ | 6 - PIE CHARTS OF YES/NO RESPONSES |
| 7 - SUMMARY REPORTS |
| 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```


- **Step 3:** Press p for print (see command at the bottom of the screen).



(MILITARY Program)

```

+-----+
| Screen: Report                                08/16/96 |
| Command Equal Opportunity/Sexual Harassment(CEOSH) Survey10:42:59 |
+-----+
|                                         View Screen #1 of 1 |
+-----+
| CATSYS 4.0M (ENTER COMMAND NAME ON THIS LINE) |
| Command Equal Opportunity/Sexual Harassment Survey |
| REMINDER: ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW |
| MILITARY TOPCAT SURVEY |
| ***** |
| * Command Equal Opportunity/Sexual Harassment * |
| * (CEOSH) Survey * |
| ***** |
| |
| You are being asked to complete this survey as part of an effort to |
| assess the Equal Opportunity Climate at this command. Do not put your |
| name on this survey. No one will be able to match your answers to |
| you, so please answer all questions honestly. After completing the |
| survey, return it to the designated collection area or to your survey |
| |
+-----+
| Arrow keys, PgDn, PgUp, Home, End, S-Search, P-Print, Q-Exit |
+-----+

```



(CIVILIAN Program)

```

+-----+
| Screen: Report                                08/16/96 |
| Command Equal Opportunity/Sexual Harassment(CEOSH) Survey11:29:48 |
+-----+
|                                         View Screen #1 of 1 |
+-----+
| CATSYS 4.0C (ENTER COMMAND NAME ON THIS LINE) |
| Command Equal Opportunity/Sexual Harassment Survey |
| REMINDER: ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW |
| CIVILIAN TOPCAT SURVEY |
| ***** |
| * Command Equal Opportunity/Sexual Harassment * |
| * (CEOSH) Survey * |
| ***** |
| |
| You are being asked to complete this survey as part of an effort to |
| assess the Equal Opportunity Climate at this command. Do not put your |
| name on this survey. No one will be able to match your answers to |
| you, so please answer all questions honestly. After completing the |
| survey, return it to the designated collection area or to your survey |
| |
+-----+
| Arrow keys, PgDn, PgUp, Home, End, S-Search, P-Print, Q-Exit |
+-----+

```

The three centered lines will differ depending upon the information entered on the three survey title lines of the INPUT COMMAND DATA option.

Printing Open-Ended Questions

Because many commands may want to modify the open-ended questions but not the main survey (or vice versa), CATSYS prints the open-ended items separately from the main survey. The following steps are to be used to print open-ended questions:

- **Step 1:** Select GENERATE REPORTS from the main menu.
- **Step 2:** Select the LIST CMD OPEN-ENDED QUESTIONS option.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         REPORTS MENU 10:36:04 |
+-----+

+-----+
| D - DEFINE | +-----+
| M - MODIFY | 1 - LIST OF QUESTIONS BY MODULE |
| E - ENTER S| 2 - PRINT SURVEY QUESTIONNAIRE |
| G - GENERAT| 3 - LIST CMD OPEN-ENDED QUESTIONS |
| S - SYSTEM | 4 - BUILD GRAPH/SUMMARY TABLES |
| Q - QUIT TO| 5 - GRAPHS BY MODULE |
+-----+ 6 - PIE CHARTS OF YES/NO RESPONSES |
| 7 - SUMMARY REPORTS |
| 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

- **Step 3:** Press p for print (see command at the bottom of the screen).



(MILITARY Program)

Screen: Report	08/16/96
Command Open-ended Questions (Military)	10:43:17
View Screen #1 of 1	
COMMAND OPEN-ENDED QUESTIONS	
1. What equal opportunity training, programs, or events at this command do you think are the most effective?	
2. What equal opportunity training, programs, or events at this command do you think are the least effective?	
Arrow keys, PgDn, PgUp, Home, End, S-Search, P-Print, Q-Exit	



(CIVILIAN Program)

Screen: Report	08/16/96
Command Open-ended Questions (Civilian)	11:30:08
View Screen #1 of 1	
COMMAND OPEN-ENDED QUESTIONS	
1. What equal opportunity training, programs, or events at this command do you think are the most effective?	
2. What equal opportunity training, programs, or events at this command do you think are the least effective?	
Arrow keys, PgDn, PgUp, Home, End, S-Search, P-Print, Q-Exit	

To use new open-ended questions with the copies of the survey provided in the User Guide appendices, detach the open-ended items from the copy of the CEOSH contained in Appendix A and C and attach the new questions before reproducing the survey. **If you print the main survey through CATSYS, attach the open-ended questions to the end of it before reproducing the survey.**

NOTE

Since the CATSYS software cannot record the answers to the open-ended questions, these items will have to be printed out and completed by hand by individuals who take the survey on the computer.

Selecting the Survey Sample

In many cases, it is impractical, too expensive, or overly time-consuming to administer a survey such as the CEOSH to all members of a command. In survey research, the common solution is to administer a survey to a **sample** of the population. A sample is defined as a subset that is representative of a larger population. If samples are chosen carefully, the responses will likely be very close to those which would have been obtained had the entire population been surveyed. Selecting a sample is a very important step in collecting accurate data that represent the views of all command personnel.

Random Sampling

There are several different ways that a sample can be drawn. **Simple random sampling** is the easiest and most common of sampling techniques. In simple random sampling, everyone in a command population has an equal chance to be selected.

For an equal opportunity survey, it is important to accurately represent the views of personnel who are in minority groups at a command. Random sampling may not be appropriate because some groups at commands may be very small even though the command is large. A random sample will have a small number of minorities in it if minorities are few in numbers or make up a small percentage of all personnel at a command. This will occur because most Navy commands have a much higher percentage of active-duty personnel who are:

- White personnel compared to Black, Hispanic, or Asian/Pacific Islander personnel.
- Men compared to women.
- Enlisted compared to officers.

NOTE

When sampling, remember that the civilian demographics at local commands may be much different from those of active-duty personnel.

The methods used in professional surveys (e.g., Gallup polls) to handle this problem often involve oversampling minority groups and statistically weighting the responses of different groups, a process called **poststratification weighting**. Complex statistical calculations are typically required to apply these methods.

Since this complex sampling method is not practical using CATSYS, ensuring that your survey data accurately reflect the views of the smaller groups requires selecting a large enough

sample so at least 10 members from each minority group (e.g., Blacks, Hispanics, women) are included. To accomplish this goal, a percentage of minorities at a command should be used to calculate the number of personnel needed to attain at least 10 in each minority group. If a command is 5% Hispanic, at least 200 respondents will be required to attain 10 Hispanics (i.e., 10-number required per group / .05-percentage in population = 200-number required in sample). If the command is 4% Asian/Pacific Islander, then at least 250 respondents ($10 / .04 = 250$) will be required to attain 10 Asian/Pacific Islanders in the sample. The members of the CAT will need to exercise judgment in determining when it is no longer cost effective to increase the sample size to attain at least 10 of a very small group. Sometimes you may need to survey every member of the minority group to obtain a minimum of 10. Remember, however, that it is not appropriate to allow individuals to volunteer to complete a survey if you have not chosen them to be a part of the sample.

NOTE

To protect respondent anonymity, CATSYS will not provide breakdowns of survey results from subgroups with less than 8 respondents.

Oversampling minorities will, to an extent, skew the data when overall analyses (e.g., total respondents; officers vs. enlisted) rather than separate analyses of women and minority groups are made. Usually the impact on the total respondents of oversampling minorities and women are so small as not to be significant. However, if several minority groups and women need to be oversampled in a much higher proportion than their representation in the command population, the CAT should be aware that the overall survey results will reflect those of the minority groups and women by several percentage points more than if a truly random sample was used. In this case, the breakouts for “Total Respondents” may not accurately reflect the views of the entire command.

To keep the process simple, it is recommended that CAT members use a method similar to that used by the command drug testing program (see Table 1). This method typically uses the last digit of social security numbers (SSNs) to randomly select a sample.

Table 1**Recommended Sample Sizes for Command Equal Opportunity Survey**

Command Size	Approximate % Sampled	Select Person if Last Digit of SSN is:
Under 100	100	All
101 to 124	90	1 through 9
125 to 224	80	1 through 8
225 to 324	70	2 through 8
325 to 449	60	2, 3, 5, 7, 9, 0
450 to 599	50	2, 4, 6, 8, 0
600 to 999	40	1, 3, 7, 9
1,000 to 1,999	30	5, 7, 0
2,000 and above	20 (or less)	3, 6

Sample Size

The sample size numbers recommended in Table 1 refer to the number of surveys **completed and returned**, not the number sent out. It will usually be the case that more surveys need to go out in order to obtain enough back for an adequate sample size to be achieved. For example, if the surveys are distributed through base mail increase the sample sizes by 30-40% of that recommended in Table 1, since it is unlikely that everyone will return the survey. If the surveys are administered in a face-to-face or group fashion on base, the sample size will need to be increased less (e.g., 10%) to account for those who do not show up, are sick, or are on TDY or leave. The next section talks about different methods of administering CATSYS.

Some survey experts recommend sending the survey to everyone if the size of the command or unit is 500 or less so that all personnel will feel that their views are being heard and no one will be left out. For commands of 500 or less, it may be appropriate to survey everyone due to these considerations.

Administering the Military and Civilian Surveys

The CEOSH surveys can be completed in either hard-copy paper form or on computer.

NOTE

CATSYS was designed for use with stand-alone computers. Consult your Local Area Network (LAN) support staff before using it on a LAN.

There are two important issues to consider when deciding how to administer the survey: anonymity and confidentiality.

- **Anonymity.** In surveys such as the CEOSH, it is important that respondents know that their responses will not be attributed to them or have a negative effect on their careers. For this reason, information that can identify the respondents, such as name or SSN, should not be on the survey.
- **Confidentiality.** A related notion to anonymity is confidentiality, which means that no one other than members of the CAT administering the survey or other authorized personnel should have access to the completed surveys. Since the demographic information or handwriting on the open-ended items might identify who answered the survey, completed CEOSH survey forms should be secured.

NOTE

Although potential respondents should be asked to complete the survey, completion must be voluntary. It is not appropriate to order or compel anyone to complete the survey.

Survey Administration: Paper-and-Pencil

Two common ways of administering the paper survey are: (1) group sessions, where the individuals selected to complete the survey are gathered in a room; and (2) distributed surveys, where the surveys are distributed or mailed to the sample with a return envelope or designated return area indicated.

Group sessions usually result in higher response rates, whereas distributed surveys typically require follow-up procedures but allow the respondents to feel more anonymous. CATs should use their own judgment in selecting the administration method best suited for a command. As mentioned, if distributed surveys are used, increase the percentage sampled by 30-40% to compensate for those who will not return the survey.

NOTE

Remind respondents to answer ALL the questions when completing the surveys.

Entering Paper-and-Pencil Survey Data into MILITARY/CIVILIAN

Responses to surveys taken using the paper form will need to be entered into the CATSYS database. This is one of the most important (and labor intensive) tasks facing the CAT. To enter survey data, members of the CAT or assistants can use the system at Level 4, the data entry level.

NOTE

Before entering new data, be sure all old data are deleted or transferred from the system. Deletion and transfer of data are described within the “Using the MILITARY/CIVILIAN System Utilities” section.

- **Step 1:** At the C:\MILITARY> prompt, type military or click on the icon. (Substitute C:\CIVILIAN and civilian when entering data from the civilian survey.)
- **Step 2:** After the title screen appears, type entry for the login, and datain for the password.

NOTE

For entering data from paper surveys into either the MILITARY or the CIVILIAN programs, enter the system with:

login: entry

password: datain

- **Step 3:** Select ENTER SURVEY RESPONSE from the main menu.

Screen: Menu
08/18/96

NAVPERSRANDCEN MILITARY CATSYS

14:07:00

E - ENTER SURVEY RESPONSE
Q - QUIT TO DOS

Please Select an Option

- **Step 4:** Select DATA ENTRY from the submenu. The computer will display a screen that asks you to enter demographics, such as sex, racial/ethnic information, and paygrade in the MILITARY program or pay classification and paygrade in the CIVILIAN program. The response options are listed and numbered. Enter the number that corresponds to the information on the paper survey.

```

+-----+
| Screen: Menu                                08/18/96 |
|                                         RESPONSE MAINTENANCE 14:08:33 |
+-----+

+-----+
| E - ENTER S+-----+
| Q - QUIT TO| D - DATA ENTRY |
+-----+ | M - RESPONSE MAINTENANCE |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```



(MILITARY Program)

```

+-----+
| Screen: Process                                08/18/96 |
|                                         Data Input 14:09:05 |
+-----+

+-----+
| a. Are you:      b. Are you: |
| 1=Female         1=White      |
| 2=Male           2=Black      |
|                  3=Asian/Pacific Islander |
|                  4=Other (e.g., Native American/Alaskan Nat) |
+-----+

+-----+
| c. Are you of Spanish/Hispanic/Latino origin or descent? |
| 1=No, not Spanish/Hispanic/Latino |
| 2=Yes, Spanish/Hispanic/Latino |
+-----+

+-----+
| d. Select your current Paygrade. |
| 1=E1 - E3      4=W1 - W4 |
| 2=E4 - E6      5=O1 - O3 |
| 3=E7 - E9      6=O4 - O6 |
+-----+

PRESS ESC TO TERMINATE SURVEY INPUT

```

**(CIVILIAN Program)**

Screen: Process		08/18/96															
Data Input		14:14:50															
<table border="1"> <tr> <td>a. Are you:</td> <td>b. Are you?</td> </tr> <tr> <td>1=Female</td> <td>1=White</td> </tr> <tr> <td>2=Male</td> <td>2=Black</td> </tr> <tr> <td></td> <td>3=Asian/Pacific Islander</td> </tr> <tr> <td></td> <td>4=Other (e.g., Native American/Alaskan Nat)</td> </tr> </table>			a. Are you:	b. Are you?	1=Female	1=White	2=Male	2=Black		3=Asian/Pacific Islander		4=Other (e.g., Native American/Alaskan Nat)					
a. Are you:	b. Are you?																
1=Female	1=White																
2=Male	2=Black																
	3=Asian/Pacific Islander																
	4=Other (e.g., Native American/Alaskan Nat)																
<table border="1"> <tr> <td>c. Are you of Spanish/Hispanic/ Latino origin or descent?</td> <td>d. What is your pay category or classification?</td> <td>e. What is your pay grade?</td> </tr> <tr> <td>1=No, not Spanish/Hispanic/Latino</td> <td>1=General Schedule (GS/GM,GG,GJW,etc)</td> <td>1=1-4</td> </tr> <tr> <td>2=Yes, Spanish/Hispanic/Latino</td> <td>2=Wage System (WG,WS,WL,WD,WN,etc)</td> <td>2=5-8</td> </tr> <tr> <td></td> <td></td> <td>3=9-12</td> </tr> <tr> <td></td> <td></td> <td>4=13-15, SES</td> </tr> </table>			c. Are you of Spanish/Hispanic/ Latino origin or descent?	d. What is your pay category or classification?	e. What is your pay grade?	1=No, not Spanish/Hispanic/Latino	1=General Schedule (GS/GM,GG,GJW,etc)	1=1-4	2=Yes, Spanish/Hispanic/Latino	2=Wage System (WG,WS,WL,WD,WN,etc)	2=5-8			3=9-12			4=13-15, SES
c. Are you of Spanish/Hispanic/ Latino origin or descent?	d. What is your pay category or classification?	e. What is your pay grade?															
1=No, not Spanish/Hispanic/Latino	1=General Schedule (GS/GM,GG,GJW,etc)	1=1-4															
2=Yes, Spanish/Hispanic/Latino	2=Wage System (WG,WS,WL,WD,WN,etc)	2=5-8															
		3=9-12															
		4=13-15, SES															
PRESS ESC TO TERMINATE SURVEY INPUT																	

- **Step 5:** Press <return> or <enter> to move to the next item.
- **Step 6:** After entering the paygrade information for the survey, a message at the bottom middle of the screen will ask whether you want to continue with the survey (press c and <enter>), or go back and modify what you just entered in the demographic data (press m and <enter>). Next, MILITARY/CIVILIAN will show a summary of the demographic information at the top of the screen, the survey questions and response scales in the middle of the screen, and instructions and options at the bottom of the screen.
- **Step 7:** Enter a response for each question. To advance to the next question, press <enter>. Responses are automatically checked to make sure they are not out of range (i.e., between 1 and 6). The computer will not advance to the next question if an out-of-range number is entered.

NOTE

See “Dealing with Missing Demographic Data” and “Coding Missing Survey Data” sections if the respondent did not answer one of the questions on the paper version of the survey.

- **Step 8:** When you are done entering the responses, the system asks whether you want to save the data for that respondent. Press y for "Yes" and <enter> to save the data. Although the CATSYS survey is completed anonymously, the system must have a way to match demographic data to survey responses for the data analysis. This is accomplished by having the system automatically assign a number, known as a **sequence number**, to each respondent's data when it is entered into the computer system. Sequence numbers are assigned after responses for the last item are entered into the database.

NOTE

It is a good idea to write the sequence number on the paper survey in case the paper copy ever needs to be matched with the computer data.

In general, all new surveys should begin with sequence number "1." However, beginning sequence numbers can be changed using the BEGINNING SEQUENCE NUMBER screen in the SYSTEM UTILITIES MENU (see "Using the MILITARY/CIVILIAN System Utilities" section).

- **Step 9:** After completing steps 1 through 8, pressing any key when prompted will return you to the submenu. To enter data from the next survey, repeat this process.
- **Step 10:** To get back to the main menu, press q for QUIT TO MAIN MENU.

Dealing with Missing Demographic Data

If respondents leave out any of the demographic items, a blank can be assigned by pressing <enter> instead of entering a number for that demographic field. Thus, if paygrade was omitted on the survey it should be coded as blank by pressing <enter> at the paygrade field. CATSYS will analyze the other data for that respondent while omitting it from the paygrade breakdowns. If a survey is returned with three or four of the demographic items missing, it should not be entered into the system.

Coding Missing Survey Data

On the paper survey, individuals may leave one or more of the non-demographic questions blank. When entering these responses into the MILITARY/CIVILIAN database, a "6" should be used for missing responses to "agree-disagree" questions. If the respondent did not

answer a “yes-no” question on the paper version of the survey, a “3” should be entered in the database. The system will not advance to the next question unless a number is entered.

Checking Survey Data for Errors

Correctness of the data is critical because all analyses and conclusions depend on its accuracy. After completing data entry, the responses can be checked and errors corrected by selecting the RESPONSE MAINTENANCE option of the ENTER SURVEY RESPONSE submenu.

Screen: Menu

RESPONSE MAINTENANCE

08/16/96
10:06:59

E - ENTER S

Q - QUIT TO

M - RESPONSE MAINTENANCE

Q - QUIT TO MAIN MENU

D - DATA ENTRY

Please Select an Option

[illegible]

Deleting Individual Data

- **Step 1:** Select ENTER SURVEY RESPONSE from the MILITARY or CIVILIAN main menu.

- **Step 1:** Select ENTER SURVEY RESPONSE from the MILITARY or CIVILIAN main menu.

- **Step 2:** Select RESPONSE MAINTENANCE from the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         RESPONSE MAINTENANCE 10:35:26 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | D - DATA ENTRY |
| E - ENTER S | M - RESPONSE MAINTENANCE |
| G - GENERAT | Q - QUIT TO MAIN MENU |
| S - SYSTEM +-----+
| Q - QUIT TO DOS |
+-----+

Please Select an Option

```

The system will display the sequence number, demographic information, module and question number, question type, and response to each question.



(MILITARY Program)

[illegible]



(CIVILIAN Program)

[illegible]

- **Step 3:** Press d for “Delete” to erase the line of data highlighted by the highlight bar. A message will appear at the bottom middle of the screen that asks "Delete this information? (Y/N).”
- **Step 4:** Press y and <enter> for "yes." A message will appear in the middle of the screen confirming that all records with the specified sequence number will be deleted.
- **Step 5:** Press y to continue with the deletion, or n to escape.

Survey Administration: Computer

Having a respondent complete the CEOSH survey on a computer has a number of advantages: (1) Separate data entry is eliminated, because the respondent enters his or her own data directly into the computer; (2) Missing responses (to nondemographic items) are avoided, because the next question will not appear on the computer screen until the previous one is completed; and (3) Entry errors are reduced. When survey responses are entered by another person into the database, errors can occur. Computer administration eliminates this step.

Computer administration has some drawbacks: (1) Computer access for each respondent is required; (2) Individuals may feel that "big brother" is monitoring their responses; and (3) It will take longer to gather the responses than group paper-and-pencil administration.

NOTE

CATSYS was designed for use with stand-alone computers. Consult your Local Area Network (LAN) support staff before using it on a LAN.

Research comparing results obtained on computer versus paper surveys has found that both formats yield equivalent results. Thus, the CAT should decide, based on time and computer resources available, which mode of administration to employ.

NOTE

Before entering new data, be sure all data from past assessments are deleted or transferred from the system. Deletion and transfer of data are described within the "Using the MILITARY/CIVILIAN System Utilities" section.

If computer administration is chosen, a computer (or a set of computers) can be set up in a semiprivate area where command personnel can come individually and complete the survey. A CAT member should be present to start the survey system and give the respondent instructions before allowing the person to complete the survey privately. If multiple computers are used, it is

best to have the **sequence numbers** be different (see “Setting the Sequence Number” section) on each computer. This will make it easier when the survey data from multiple computers is later combined by CATSYS. Be sure to change the starting sequence number before entering **any** survey responses.

For example, if three computers are used and a maximum of 100 respondents are to use each computer, the sequence numbers for the first computer could be 1-100, 101-200 for the second, and 201-300 for the third.

To join the data from multiple computers, see the “Copying and Combining MILITARY/CIVILIAN Data Files” section. This is accomplished through options contained in the SYSTEM UTILITIES MENU.

NOTE

If multiple computers are used, set the sequence numbers of each machine so that they are mutually exclusive. Also, the versions of the MILITARY survey (or CIVILIAN survey) on each computer need to be identical. If new items are added, they must be added to each computer that is used.

For computer administration, change to the appropriate directory (C:\MILITARY or C:\CIVILIAN) and do the following:

- **Step 1:** C:\MILITARY>military <enter> or click on the icon (substitute civilian when administering the civilian survey).
- **Step 2:** Type survy for login, and batch <return> for password.

NOTE

To administer the surveys on the computer type:

login: survy

password: batch <return>

```
+-----+
| Screen: Menu                                08/16/96 |
| NAVPERSRANDCEN MILITARY CATSYS             14:04:05 |
+-----+
```

```
+-----+
| I - INDIVIDUAL SURVEY ENTRY                 |
| Q - QUIT TO DOS                             |
+-----+
```

Please Select an Option

- **Step 3:** Select **INDIVIDUAL SURVEY ENTRY**. The computer will display an introductory screen, and then a screen that asks for demographics, such as sex, racial/ethnic information, and rank. The response options are listed and numbered. The respondent should enter the number that corresponds to the correct option, and press <enter> to move to the next item.



(MILITARY Program)

```

+-----+
| Screen: Process                                08/16/96 |
|                                         Data Input    14:05:41 |
+-----+
|
|   Navy Personnel Research and Development Center
|               MILITARY
|   Command Assessment Team Survey System
|               (CATSYS)
|   Developed by ISTC Pearl Harbor
|
+-----+

CATSYS 4.0M (ENTER COMMAND NAME ON THIS LINE)
Command Equal Opportunity/Sexual Harassment Survey
REMINDER: ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW

You are being asked to complete this survey as part of an
effort to assess the Equal Opportunity Climate at this command.
No one will be able to match your answers to you, so please
answer all questions honestly. Press "ENTER" to continue.
  
```



(MILITARY Program)

```

+-----+
| Screen: Process                                08/16/96 |
|                                         Data Input    10:35:37 |
+-----+
|
|   a. Are you:      b. Are you:
|   1=Female         1=White
|   2=Male           2=Black
|                   3=Asian/Pacific Islander
|                   4=Other (e.g., Native American/Alaskan Nat)
|
+-----+
| c. Are you of Spanish/Hispanic/Latino      d. Select your current Paygrade.
|   origin or descent?                       1=E1 - E3      4=W1 - W4
|   1=No, not Spanish/Hispanic/Latino        2=E4 - E6      5=O1 - O3
|   2=Yes, Spanish/Hispanic/Latino           3=E7 - E9      6=O4 - O6
|
+-----+

PRESS ESC TO TERMINATE SURVEY INPUT
  
```

**(CIVILIAN Program)**

Screen: Process	Data Input	08/16/96 14:12:07
-----------------	------------	----------------------

Navy Personnel Research and Development Center
CIVILIAN
Command Assessment Team Survey System
(CATSYS)
Developed by ISTC Pearl Harbor

CATSYS 4.0C (ENTER COMMAND NAME ON THIS LINE)
Command Equal Opportunity/Sexual Harassment Survey
REMINDER: ENTER COMMAND-SPECIFIC INFO AND SET PRINTER BELOW

You are being asked to complete this survey as part of an effort to assess the Equal Opportunity Climate at this command. No one will be able to match your answers to you, so please answer all questions honestly. Press 'ENTER' to continue.

**(CIVILIAN Program)**

Screen: Process	Data Input	08/16/96 11:28:41
-----------------	------------	----------------------

<p>a. Are you:</p> <p>1=Female</p> <p>2=Male</p>	<p>b. Are you?</p> <p>1=White</p> <p>2=Black</p> <p>3=Asian/Pacific Islander</p> <p>4=Other (e.g., Native American/Alaskan Nat)</p>
--	---

<p>c. Are you of Spanish/Hispanic/Latino origin or descent?</p> <p>1=No, not Spanish/Hispanic/Latino</p> <p>2=Yes, Spanish/Hispanic/Latino</p>	<p>d. What is your pay category or classification?</p> <p>1=General Schedule (GS/GM,GG,GJW,etc)</p> <p>2=Wage System (WG,WS,WL,WD,WN,etc)</p>	<p>e. What is your pay grade?</p> <p>1=1-4</p> <p>2=5-8</p> <p>3=9-12</p> <p>4=13-15, SES</p>
--	---	---

PRESS ESC TO TERMINATE SURVEY INPUT

After respondents enter their paygrade information, a message at the bottom middle of the screen will ask them to continue with the survey (by pressing c and <enter>) or go back and modify what they have just entered in the demographic data (by pressing m and then <enter>).

Next, the screen will show a summary of the demographic information at the top of the screen, the survey question and response scale in the middle of the screen, and instructions and options at the bottom of the screen.

Respondents taking the survey on the computer need to enter a number from the rating scale that corresponds to their answer for each question. To advance to the next question after entering a number, the respondent must press <enter>.

CATSYS checks responses to make sure they are not out of range (i.e., answers must be between 1 and 6 for the “disagree-agree” questions and between 1 and 3 for the “yes-no” questions). The computer will not advance to the next question if the respondent has entered a number that is out of range.

When all the questions are answered, the system asks the respondent whether to save the survey responses. The respondent should press y for "Yes," to save the data. CATSYS will assign a sequence number to the data record and exit the program. Steps 1 - 3 are repeated for each respondent. If a respondent exits the survey system before getting to the end, the data are not save, and the respondent will have to take the survey again. If the computer loses power during the survey, the data will not be saved and the respondent should complete the survey again from the beginning.

Respondents who take the survey on the computer also need to complete any command specific open-ended questions on a hard copy paper form. CATSYS does not allow for responses to open-ended questions to be entered and stored in the database.

In the computer administration mode, the system will exit the program when an individual completes the survey. To start the program again, either type military <enter> or civilian <enter> (be sure you are in the proper MILITARY or CIVILIAN directory), or click on the military or civilian icon and repeat steps 1-3. We recommend that for online administration the CAT team use different computers for MILITARY and CIVILIAN so that the chances of a mixup are reduced.

Survey Response Rates

The response rate is a percentage that describes how many of the surveys distributed were completed and returned. The response rate affects the reliability of the results. The rate is determined by dividing the number of completed surveys by the number that could have taken it.

If you find that some personnel who were randomly selected to take the survey are no longer at the command because they have been transferred or are on temporary duty, they should not be counted in the response rate. These surveys are often called “undeliverables” and are subtracted from the total number administered before calculating the response rate.

Surveys with high response rates are generally more valid than those with low rates. For surveys that are distributed, a response rate of at least 50% is desirable, although rates sometimes fall in the 20-40% range. The response rate usually can be increased by:

- Emphasizing how important the survey is.
- Making clear that no negative impact will occur as a result of completing the survey.
- Making repeated contacts with potential respondents through follow-up contacts, phone calls, letters, or postcards.

Although it is important to try to maximize the response rate, compelling individuals to complete the CEOSH surveys is not recommended for it may result in biased data and is against standard survey practices.

An Example of How to Calculate a Response Rate

Number of surveys distributed or mailed:	1,000
Number of “no shows” or undelivered surveys:	75
Number of completed surveys:	515

- **STEP 1:** $1,000$ (total surveys distributed/mailed) - 75 (“no shows”/undelivered) = 925 (adjusted total)
- **STEP 2:** 515 (completed surveys) / 925 (adjusted total) = $.56$
- **STEP 3:** $.56 \times 100 = 56\%$

RESPONSE RATE is 56%

Analyzing Data and Generating MILITARY/CIVILIAN Output

The strongest feature of the MILITARY and CIVILIAN programs is their ability to quickly analyze data and produce survey output. Before you can generate any output, your printer must be properly set. If you have used both the MILITARY and CIVILIAN programs, you must set the printer type in **each** program. If the output is not printing correctly you may have to connect the computer to another printer. CATSYS should print effectively on any HP LaserJet, Epson dot-matrix, ALPS P2000, or compatible printers.

NOTE

Before generating output, set the printer type by going to the main menu and selecting:

**d for DEFINE COMMAND SURVEY
i for INPUT COMMAND DATA**

Use the cursor keys to select the printer type at the bottom of the screen.

Generating Graphs and Summary Reports (Tables)

After the data are entered, or new data are added to the system, the MILITARY/CIVILIAN programs must analyze the responses **before** producing tables and graphs.

- **Step 1:** Select the GENERATE REPORTS option from the main menu. A submenu will list the different types of output, or reports, that the system can produce.

- **Step 2:** Select the fourth option, BUILD GRAPH/SUMMARY TABLES when new data have been added to the system.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         REPORTS MENU 10:36:04 |
+-----+

+-----+
| D - DEFINE | 1 - LIST OF QUESTIONS BY MODULE |
| M - MODIFY | 2 - PRINT SURVEY QUESTIONNAIRE |
| E - ENTER S | 3 - LIST CMD OPEN-ENDED QUESTIONS |
| G - GENERAT | 4 - BUILD GRAPH/SUMMARY TABLES |
| S - SYSTEM  | 5 - GRAPHS BY MODULE |
| Q - QUIT TO | 6 - PIE CHARTS OF YES/NO RESPONSES |
+-----+   | 7 - SUMMARY REPORTS |
| 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

NOTE

If new survey data are added to the database, remember to select option 4 to rebuild the graph/summary tables.

- **Step 3:** Wait (may take 5 to 10 minutes or more depending on the number of surveys and the speed of your computer) until the message at the bottom middle of the screen again says "Please Select an Option." You are now ready to produce the survey output. Choose options 5-8 to view and print the survey results.

```

+-----+
| Screen: Menu                                04/16/96 |
|                                         REPORTS MENU 10:36:04 |
+-----+

+-----+
| D - DEFINE | 1 - LIST OF QUESTIONS BY MODULE |
| M - MODIFY | 2 - PRINT SURVEY QUESTIONNAIRE |
| E - ENTER S | 3 - LIST CMD OPEN-ENDED QUESTIONS |
| G - GENERAT | 4 - BUILD GRAPH/SUMMARY TABLES |
| S - SYSTEM  | 5 - GRAPHS BY MODULE |
| Q - QUIT TO | 6 - PIE CHARTS OF YES/NO RESPONSES |
+-----+   | 7 - SUMMARY REPORTS |
| 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

NOTE

To protect respondent anonymity, responses of subgroups containing less than 8 individuals are not presented by CATSYS.

Data reported in the bar and line graphs are averages (means) calculated automatically by the system. Responses of "6" (don't know/not applicable/missing) are not considered in the calculation of these averages.

All graphs and tables will be displayed on the screen. You have the option of printing the output (press p) that is being displayed on the screen or continuing to the next graph (press c). Press q if you want to leave the graph displays.

Viewing and Printing Graphs

Select the GRAPHS BY MODULE submenu option to produce output in bar chart and line graph formats. After selecting GRAPHS BY MODULE, a third level of menus will appear allowing you to select the type of comparisons you want the graphs to show.



(MILITARY Program)

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         GRAPHS MENU |
|                                         10:43:34 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - LIST O+-----+
| E - ENTER S| 2 - PRINT | 1 - TOTAL RESPONDENTS |
| G - GENERAT| 3 - LIST C| 2 - RACIAL/ETHNIC GROUP |
| S - SYSTEM | 4 - BUILD | 3 - GENDER              |
| Q - QUIT TO| 5 - GRAPHS| 4 - OFFICER/ENLISTED      |
+-----+   | 6 - PIE CH| 5 - PAYGRADE              |
|                                         | 7 - SUMMAR| Q - QUIT TO MAIN MENU |
|                                         | 8 - COMMAN+-----+
| Q - QUIT TO MAIN MENU                |
+-----+

Please Select an Option

```



(CIVILIAN Program)

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         GRAPHS MENU |
|                                         11:30:23 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - LIST O+-----+
| E - ENTER S| 2 - PRINT | 1 - TOTAL RESPONDENTS |
| G - GENERAT| 3 - LIST C| 2 - RACIAL/ETHNIC GROUP |
| S - SYSTEM | 4 - BUILD | 3 - GENDER              |
| Q - QUIT TO| 5 - GRAPHS| 4 - PAY CATEGORY OR CLASSIFICATION|
+-----+   | 6 - PIE CH| Q - QUIT TO MAIN MENU      |
|                                         | 7 - SUMMAR+-----+
|                                         | 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU                |
+-----+

Please Select an Option

```

Selecting TOTAL RESPONDENTS will display bar graphs of the data based on all respondents who took that survey (either military or civilian). Each graph shows the averages or means for questions in a particular module.

Selecting RACIAL/ETHNIC GROUP will produce line graphs of four racial/ethnic groups (White, Black, Asian/Pacific Islander, Hispanic) for each survey (military or civilian) module.

NOTE

Because of small numbers, CATSYS does not produce racial/ethnic breakdowns or graphs for those indicating "Other." However, the responses of respondents who indicated that they are "Other" are included in the graphs and tables for total respondents, gender, officer/enlisted (for military), paygrade (for military), and pay category/classification (for civilian).

Selecting GENDER will produce line graphs comparing males and females for the survey (military or civilian) modules.

Selecting OFFICER/ENLISTED will display line graphs comparing officers and enlisted for the nine military survey modules.

Selecting PAYGRADE will display line graphs comparing the six paygrade groups for the MILITARY survey modules.

Selecting PAY CATEGORY OR CLASSIFICATION will display line graphs comparing the eight pay category/classification groups for the CIVILIAN survey modules.

Once you have finished viewing or printing the module graphs, you will be returned to the submenu. Select QUIT TO MAIN MENU twice to return to the main menu.

Viewing and Printing Pie Charts

The PIE CHARTS OF YES/NO RESPONSES provide the results for the items that use a “yes-no” scale. Charts can be generated for total respondents, racial/ethnic group, gender, officer/enlisted status (for MILITARY), paygrade (for MILITARY), and pay category/classification (for CIVILIAN) by choosing options 1 to 5 on the next submenu within each program.



(MILITARY Program)

```

+-----+
| Screen: Menu                                08/16/96 |
|                                PIE CHARTS MENU    |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - LIST O+-----+
| E - ENTER S| 2 - PRINT | 1 - TOTAL RESPONDENTS |
| G - GENERAT| 3 - LIST C| 2 - RACIAL/ETHNIC GROUP |
| S - SYSTEM | 4 - BUILD | 3 - GENDER              |
| Q - QUIT TO| 5 - GRAPHS| 4 - OFFICER/ENLISTED    |
+-----+ | 6 - PIE CH | 5 - PAYGRADE              |
|              | 7 - SUMMAR| Q - QUIT TO MAIN MENU |
|              | 8 - COMMAN+-----+
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```



(CIVILIAN Program)

```

+-----+
| Screen: Menu                                08/16/96 |
|                                GRAPHS MENU        |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - LIST O+-----+
| E - ENTER S| 2 - PRINT | 1 - TOTAL RESPONDENTS |
| G - GENERAT| 3 - LIST C| 2 - RACIAL/ETHNIC GROUP |
| S - SYSTEM | 4 - BUILD | 3 - GENDER              |
| Q - QUIT TO| 5 - GRAPHS| 4 - PAY CATEGORY OR CLASSIFICATION |
+-----+ | 6 - PIE CH | Q - QUIT TO MAIN MENU |
|              | 7 - SUMMAR+-----+
|              | 8 - COMMAND DATA PIE CHARTS    |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

The COMMAND DATA PIE CHARTS option displays the demographic data for the command and the survey respondents separately. This information is presented in the MILITARY program by Gender, Rank, Racial/Ethnic Group, and Paygrade, and in the CIVILIAN program by Gender, Racial/Ethnic Group, and Paygrade (with pay category/classification).

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         REPORTS MENU 10:36:04 |
+-----+

+-----+
| D - DEFINE | 1 - LIST OF QUESTIONS BY MODULE |
| M - MODIFY | 2 - PRINT SURVEY QUESTIONNAIRE |
| E - ENTER S| 3 - LIST CMD OPEN-ENDED QUESTIONS |
| G - GENERAT| 4 - BUILD GRAPH/SUMMARY TABLES |
| S - SYSTEM | 5 - GRAPHS BY MODULE |
| Q - QUIT TO| 6 - PIE CHARTS OF YES/NO RESPONSES |
+-----+ | 7 - SUMMARY REPORTS |
| 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

As was true with the other kinds of output, all pie charts will be displayed on the screen and can be printed. Use the options at the bottom of the screen to show whether you want to print the chart, continue to the next one, or quit.

Viewing and Printing Summary Reports

Select the SUMMARY REPORTS option to have the survey data displayed in tables. Another menu will appear and offer three types of tables.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         SUMMARY REPORTS MENU 10:44:16 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - LIST O+-----+
| E - ENTER S| 2 - PRINT | 1 - TABLE OF RAW FREQUENCIES |
| G - GENERAT| 3 - LIST C| 2 - TABLE OF COLLAPSED FREQUENCIES |
| S - SYSTEM | 4 - BUILD | 3 - TABLE OF YES/NO RESPONSES |
| Q - QUIT TO| 5 - GRAPHS| Q - QUIT TO MAIN MENU |
+-----+
| 6 - PIE CH+-----+
| 7 - SUMMARY REPORTS |
| 8 - COMMAND DATA PIE CHARTS |
| Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

The TABLE OF RAW FREQUENCIES displays the numbers of respondents who selected each response (i.e., 1 through 6) to a given item. The number of respondents who answered each question is displayed in the Total N column. This table also contains the mean or average value of the responses in the far right column. The military means can be compared with the 1996 Navy-wide norms contained in Appendix B of this User Guide. CATSYS 4.0 also calculates the module mean for each of the survey modules and **reverse-scores** negatively worded items so that higher numbers indicate more positive survey responses.

The TABLE OF COLLAPSED FREQUENCIES menu provides tables with the response categories grouped. Responses “1” and “2” are combined into a category called "disagree," and “4” and “5” into a category called "agree." The percentages for responses of “3,” "neither agree nor disagree," and “6,” "not applicable," are also provided.

The TABLE OF YES/NO RESPONSES provides the frequencies and percentages for factual items using the three-point “yes, no, not applicable” scale. The responses to these items are usually interpreted based on the percentage who said "no," the percentage who said "yes," and the percentage who said "don't know/not applicable.” Responses to “yes-no” questions are also displayed on pie charts in the PIE CHARTS OF YES/NO RESPONSES submenu.

Submenus allow you to view or print tables in the MILITARY program by Total Respondents, Racial/Ethnic Group, Gender, Officer/Enlisted, and Paygrade, and in the CIVILIAN program by Total Respondents, Racial/Ethnic Group, Gender, and Pay

Category/Classification for the TABLE OF RAW FREQUENCIES, TABLE OF COLLAPSED FREQUENCIES, and TABLE OF YES/NO RESPONSES.

Comparing Units Within Commands

CATSYS currently cannot analyze and display the data for two or more units within a command on the same graphs and tables. However, the data for the individual units can be entered, analyzed, and printed separately, and then later merged (see “Copying and Combining MILITARY/CIVILIAN Data Files” section) and analyzed for the whole command. The hard copy printouts of each unit could be visually compared to determine similarities or differences between units. If units are compared, it is a good idea to set the sequence numbers to be unique. For example, unit 1 might use sequence numbers 1-300, unit 2 sequence numbers 301-600, etc. (See “Setting the Sequence Number” section.)

NOTE

Comparisons between units such as Departments or comparisons of the same command over time can be done only through the hard copy graphs and tables generated by CATSYS.

Analyzing Open-Ended Questions

The responses to open-ended questions can add depth to the numerical responses obtained on the closed-ended CEOSH survey items. Numbers alone often do not tell the whole story. Responses to open-ended questions may provide suggestions for action planning and can be used in briefing the CO.

Typically, responses to the open-ended questions are not subject to any formal data analysis. The CAT should code the demographic responses on the last page of the open-ended questions (e.g., military, civilian; officer, enlisted; GS, WG; male, female), separate these pages from the hardcopy survey, and put them together in packets by racial/ethnic and gender groups. If the respondents may be identified by their demographic responses (e.g., there is only one Hispanic female officer at the command), the demographic information should be left off to preserve the respondent's anonymity.

NOTE

If there is a chance that the respondents may be identifiable due to handwriting, the CAT should consider retyping the comments and using the typed package.

In reading over the comments, trends should be noted and major issues and concerns summarized. It is a good idea to try to sort or categorize the comments using any of several criteria. For some questions, the responses might be sorted along a positive-negative continuum. In other cases, the responses might be sorted according to their content, grouping them into key categories or themes. A simple approach is to use a relatively few fixed categories. For example, the CAT might categorize responses to the open-ended items as **favorable**, **unfavorable**, **mixed**, and **unsure**. A system like this can be used any time the data contain responses ranging from positive to negative. A summary of the comments should be prepared for the CO, XO, CMC, and other relevant parties.

Using the MILITARY/CIVILIAN System Utilities

There are a number of “housekeeping” chores that are needed from time to time to keep CATSYS functioning properly. These are contained in the SYSTEM UTILITIES MENU in both the MILITARY and CIVILIAN programs. Entering this submenu gives the user a choice of five utility functions.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                           SYSTEM UTILITIES MENU 16:45:30 |
+-----+

+-----+
| D - DEFINE | 1 - BEGINNING SEQUENCE NUMBER |
| M - MODIFY | 2 - REINDEX FILES              |
| E - ENTER S| 3 - UPDATE SYSTEM PRINTER     |
| G - GENERAT| 4 - COPY RESPONSES TO DISK/TOPCAT |
| S - SYSTEM | 5 - COMBINE MULTIPLE DATA FILES |
| Q - QUIT TO| Q - QUIT TO MAIN MENU          |
+-----+

Please Select an Option

```

Setting the Sequence Number

Although the CEOSH survey is completed anonymously, the system must have a way to match demographic data to survey responses for the data analysis. This is accomplished by having the system automatically assign a number, known as a **sequence number**, to each respondent's data when it is entered into the computer system. Sequence numbers are assigned after responses for the last item are entered into the database.

NOTE

It is a good idea to write the sequence number on the paper survey in case the paper copy ever needs to be matched with the computer data.

For computer administration using multiple computers, the sequence numbers (within MILITARY and within CIVILIAN) need to be mutually exclusive (i.e., each number is used only once) so that when the data are later merged, each data record will have a unique sequence number.

CATSYS sets the default starting sequence number at "1." However, beginning sequence numbers can be changed using the BEGINNING SEQUENCE NUMBER screen in the SYSTEM UTILITIES MENU. Press e for "Edit" to set a new sequence number.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                     SYSTEM UTILITIES MENU 16:45:30 |
+-----+

```

```

+-----+
| D - DEFINE +-----+ |
| M - MODIFY | 1 - BEGINNING SEQUENCE NUMBER |
| E - ENTER S | 2 - REINDEX FILES |
| G - GENERAT | 3 - UPDATE SYSTEM PRINTER |
| S - SYSTEM  | 4 - COPY RESPONSES TO DISK/TOPCAT |
| Q - QUIT TO | 5 - COMBINE MULTIPLE DATA FILES |
+-----+ | Q - QUIT TO MAIN MENU |

```

Please Select an Option

```

+-----+
| Screen: 1                                04/16/96 |
| File:  COMMDLOG      Response Sequence Number Update 10:45:11 |
+-----+

```

```

+-----+
| Starting Response No. : 1 |
+-----+

```

Edit Quit

Reindexing Files

It is a good idea to reindex the data files before generating graphs or tables. To do this:

- **Step 1:** Select SYSTEM UTILITIES MENU from the main menu.
- **Step 2:** Select REINDEX FILES. This initiates a program that will sort all the files in proper order so that the system can conduct calculations and produce the output. Selecting this option updates the database for analyses. CATSYS will usually do this automatically when the system is started.

Changing the System Printer Configuration

Depending on your computer/printer setup, you may need to make modifications to the printer configuration:

- **Step 1:** Select SYSTEM UTILITIES MENU from the main menu.
- **Step 2:** Select UPDATE SYSTEM PRINTER. This displays a screen that has specific information about the printer port, mode of operation, and command string for various printers. If you are not getting any output, the port setting (LPT1, LPT2) may need to be changed using this submenu.

Screen: Report
08/16/96

SYSTEM PRINTER CONFIGURATION

16:47:14

Update System Printer

Print Port (lpt): 1

Normal Mode	018,	, , , , , , , , , ,
Command String:		, , , , , , , , , ,
Condensed Mode	015,	, , , , , , , , , ,
Command String:		, , , , , , , , , ,

Printer	Normal Mode	Condensed Mode
Dot Matrix	018	015
HP LaserJet	027,069,027,038, 108,048,079,027, 040,115,051,084	027,038,108,056,052,112,049, 111,056,068,027,040,056,117, 027,038,107,050,083

Continue with Printer Configuration? N

- **Step 3:** To make changes, press y in response to the question "Continue with Printer Configuration?" Your cursor will jump to each of the three settings.

- **Step 4:** Change the numerical settings by using the information below the straight line that shows what settings correspond to dot matrix and laser printers.

NOTE

If you have an HP LaserJet III series printer that doesn't print correctly using the standard HP LaserJet selection, try typing in these codes:

**Normal Mode - 027, 069, 027, 038, 107,
052, 083**

**Condensed Mode - 027, 069, 027, 038, 108,
049, 111, 056, 068, 027,
040, 115, 048, 084, 027,
038, 107, 050, 083**

- **Step 5:** After updating the information, you are returned to the submenu. Press **q** to return to the main menu.

Copying and Combining Data Files Within the MILITARY and CIVILIAN Programs

If the survey was administered on or entered into more than one computer, the data from each computer will have to be combined into one large file that CATSYS can analyze. Options 4 and 5 from the SYSTEM UTILITIES MENU are used to combine the individual data files from different computers.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                           SYSTEM UTILITIES MENU 10:45:02 |
+-----+

```

```

+-----+
| D - DEFINE +-----+ |
| M - MODIFY | 1 - BEGINNING SEQUENCE NUMBER |
| E - ENTER S | 2 - REINDEX FILES |
| G - GENERAT | 3 - UPDATE SYSTEM PRINTER |
| S - SYSTEM | 4 - COPY RESPONSES TO DISK/TOPCAT |
| Q - QUIT TO | 5 - COMBINE MULTIPLE DATA FILES |
+-----+ | Q - QUIT TO MAIN MENU |

```

Please Select an Option

Option 4 is used to copy each data file to a separate diskette. It is a good idea to label each disk (e.g., computer 1, computer 2) to keep track of the files. Option 4 is also used to transfer data to TOPCAT for combined MILITARY/CIVILIAN analyses.

```

+-----+
| Screen: Process                                08/16/96 |
|                                           Write Response File to Diskette 16:47:38 |
+-----+

```

```

+-----+
| D - DEFINE +-----+ |
| M - MODIFY | 1 - BEGINNING SEQUENCE NUMBER | |
| E - ENTER S | 2 - REINDEX FILES |
| G - GENERAT | 3 - UPDATE SYSTEM PRINTER |
| S - SYSTEM | 4 - CO+-----+ |
| Q - QUIT TO | 5 - CO| Copying Response File to Diskette |
+-----+ | Q - QU |
|                                     |
| Enter a previously formatted diskette |
| into your disk drive: |
| Enter Code for Diskette drive: A |
| or |
| Press [Esc] to Quit |
+-----+

```

Please wait, initializing module...

After all the files are copied to separate diskettes, Option 5 then is used to combine the individual data files into one large file that MILITARY/CIVILIAN will analyze. After the individual data files are combined using Option 5, the combined file needs to be reanalyzed using the BUILD GRAPH/SUMMARY TABLES option within the GENERATE REPORTS submenu.

```

+-----+
| Screen: Process                                08/16/96 |
| Combining Multiple Data Files                  16:48:00 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - BEGINNING SEQUENCE NUMBER |
| E - ENTER S | 2 - REINDEX FILES |
| G - GENERAT | 3 - UPDATE SYSTEM PRINTER |
| S - SYSTEM | 4 - CO+-----+
| Q - QUIT TO | 5 - CO|Combine Response File to Master |
+-----+ | Q - QU |
          +-----+
          |Enter a previously copied Response
          |File into your disk drive:
          |Enter Code for Diskette drive: A
          |      or
          |Press [Esc] to Quit
          +-----+

Please wait, initializing module...

```

Options 4 and 5 can also be used to store data from a previous assessment or to transfer the data from one computer to another. For example, the CAT may wish to brief the CO on his/her computer, or may want to print the graphs and tables using a computer connected to a better printer. To transfer survey data to another machine, download the data file to a disk using Option 4 of SYSTEM UTILITIES MENU. Install CATSYS on the new machine. If new modules and items were added to the original system, they need to be added to the new computer as does the demographic data on the INPUT COMMAND DATA option. Also, if the new machine is connected to a different type of printer, remember to set the printer on the new machine using the DEFINE COMMAND SURVEY and INPUT COMMAND DATA options. Upload the data file to the new machine using Option 5 of SYSTEM UTILITIES MENU. Then, REINDEX FILES and BUILD GRAPH/SUMMARY TABLES to generate the output on the new machine. If, after transferring the data to a new machine, you want to add more survey responses, you must first change the sequence number to one not used in the old data file (see "Setting the Sequence Number" section).

Deleting Data From an Earlier Survey Administration

All the data in the CATSYS database will be used to make the output tables and graphs. If data from an earlier survey are in the system, they will be included in the analysis of the newly entered responses. All old data should be deleted or transferred from the computer system before entering the new data. (CATSYS 4.0 will not analyze data files from earlier versions of CATSYS.)

Once the old data are safely stored on disk, it is best to delete the entire program (MILITARY or CIVILIAN) and reinstall it using the CATSYS 4.0 diskette before entering any new data. This procedure is performed as follows:

- **Step 1:** C:\>cd \military <enter>
OR C:\>cd \civilian <enter>
- **Step 2:** C:\MILITARY>del *.* <enter>
OR C:\CIVILIAN>del *.* <enter>
- **Step 3:** Reinstall the MILITARY or CIVILIAN program as previously described.

Comparing Military and Civilian Responses Using TOPCAT

TOPCAT is a program that combines and compares military and civilian responses. It provides analyses for all personnel who completed the survey within a command as well as combined military-civilian analyses by gender and race. Also, comparisons are provided between military and civilian responses to a core set of 22 common items. TOPCAT utilizes many of the same features as the MILITARY and CIVILIAN programs, described earlier in this Guide. This section will focus on additional features available when using TOPCAT.

NOTE

Before entering new data, be sure all old data are deleted or transferred from the system. Deletion and transfer of data are described within the “TOPCAT System Utilities” section below.

Transferring Data to TOPCAT

CATSYS allows users to compare survey responses of military with the responses of civilians to a set of 22 items common to both surveys.

NOTE

User-defined items that appear on both surveys cannot be compared using TOPCAT. Also, TOPCAT does not compare responses to Extremist/Hate Group and Alcohol and Harassment items that appear on both surveys. These items were added at BUPERS direction after the TOPCAT programming was completed.

The TOPCAT program is contained on the CATSYS 4.0 diskette (see “Installing CATSYS 4.0” section for installation procedures). In order to compare the military and civilian results, data from both MILITARY and CIVILIAN programs will have to be copied to the TOPCAT directory. This is a two-step process, with the first step occurring in the MILITARY and CIVILIAN programs and the second step occurring in the TOPCAT program.

To copy data from the MILITARY or CIVILIAN program to a temporary diskette:

- **Step 1:** Insert a diskette.
- **Step 2:** Select SYSTEM UTILITIES MENU from the main menu of MILITARY/CIVILIAN and COPY RESPONSES TO DISK/TOPCAT from the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                     SYSTEM UTILITIES MENU 16:45:30 |
+-----+

+-----+
| D - DEFINE +-----+
| M - MODIFY | 1 - BEGINNING SEQUENCE NUMBER |
| E - ENTER S | 2 - REINDEX FILES |
| G - GENERAT | 3 - UPDATE SYSTEM PRINTER |
| S - SYSTEM  | 4 - COPY RESPONSES TO DISK/TOPCAT |
| Q - QUIT TO | 5 - COMBINE MULTIPLE DATA FILES |
+-----+ | Q - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

```

+-----+
| Screen: Process                                08/16/96 |
|                                         Write Response File to Diskette 16:47:38 |
+-----+

```

```

+-----+
| D - DEFINE +-----+ |
| M - MODIFY | 1 - BEGINNING SEQUENCE NUMBER | |
| E - ENTER S | 2 - REINDEX FILES |
| G - GENERAT | 3 - UPDATE SYSTEM PRINTER |
| S - SYSTEM | 4 - CO+-----+ |
| Q - QUIT TO | 5 - CO| Copying Response File to Diskette |
+-----+ | Q - QU |
|
| +-----+ | Enter a previously formatted diskette | | |
| | | | into your disk drive: |
| | | | Enter Code for Diskette drive: A |
| | | | or |
| | | | Press [Esc] to Quit |
+-----+

```

Please wait, initializing module...

- **Step 3:** Enter the letter of your disk drive.

The program will return to the SYSTEM UTILITIES MENU when done. Be sure to copy both MILITARY and CIVILIAN data onto separate disks before doing analyses in TOPCAT.

Starting TOPCAT

To begin TOPCAT in Windows, click on the icon. In DOS, do the following:

- **Step 1:** If you have not already installed TOPCAT, follow the directions in the beginning of the User Guide to install it now.
- **Step 2:** Change to the TOPCAT directory:
C:\>cd \topcat <enter>
- **Step 3:** Start the TOPCAT program:
C:\TOPCAT>topcat <enter>
- **Step 4:** Enter the login and password.

NOTE

To begin TOPCAT, enter the system with:

login: comnd

password: survey

This will produce the TOPCAT main menu:

```
+-----+
| Screen: Menu                                08/16/96 |
|                                NAVPERSRANDCEN TOPCAT SURVEY |
|                                14:22:57 |
+-----+
```

```
+-----+
| D - DEFINE COMMAND SURVEY |
| I - IMPORT MILITARY/CIVILIAN DATA |
| G - GENERATE REPORTS |
| S - SYSTEM UTILITIES MENU |
| Q - QUIT TO DOS |
+-----+
```

Please Select an Option

Copying Survey Data into TOPCAT

To copy data into TOPCAT, select **IMPORT MILITARY/CIVILIAN DATA** from the TOPCAT main menu.

```

+-----+
| Screen: Menu                                04/16/96 |
|                                NAVPERSRANDCEN TOPCAT SURVEY |
|                                14:22:57 |
+-----+

+-----+
| D - DEFINE COMMAND SURVEY |
| I - IMPORT MILITARY/CIVILIAN DATA |
| G - GENERATE REPORTS |
| S - SYSTEM UTILITIES MENU |
| Q - QUIT TO DOS |
+-----+

Please Select an Option

```

Place the disk containing the downloaded **MILITARY** data file in the disk drive (downloading **MUST** have been done through Option 4 of the **SYSTEM UTILITIES MENU** of the **MILITARY** program). Select **COMBINE MILITARY RESPONSE FILE** from the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                IMPORT MILITARY/CIVILIAN DATA |
|                                14:56:06 |
+-----+

+-----+
| D - DEFINE +-----+ |
| I - IMPORT | M - COMBINE MILITARY RESPONSE FILE |
| G - GENERAT | C - COMBINE CIVILIAN RESPONSE FILE |
| S - SYSTEM | Q - QUIT TO MAIN MENU |
| Q - QUIT TO+-----+ |
+-----+

Please Select an Option

```

A subscreen appears asking for the disk drive designation (A: or B:). Press the appropriate letter.

```

+-----+
| Screen: Process                                08/16/96 |
|                                         Add Military File to Master 14:56:26 |
+-----+

+-----+
| D - DEFINE +-----+ |
| I - IMPORT | M - COMBINE MILITARY RESPONSE FILE |
| G - GENERAT | C - COMBINE CIVILIAN RESPONSE FILE |
| S - SYSTEM | Q - QUIT TO MAIN MENU |
| Q - QUIT TO+-----+ |
+-----+
| Combine Military File to Master |
| Enter a previously copied Response |
| File into your disk drive: |
| Enter Code for Diskette drive: A |
| or |
| Press [Esc] to Quit |
+-----+

Please wait, initializing module...

```

The **MILITARY** data will be loaded into TOPCAT.

To copy **CIVILIAN** data into TOPCAT, place the disk with the **CIVILIAN** data in the disk drive (downloading **MUST** have been done through Option 4 of the **SYSTEM UTILITIES MENU** of the **CIVILIAN** program) and select the **COMBINE CIVILIAN RESPONSE FILE** option.

```

+-----+
| Screen: Process                                08/16/96 |
|                                         Add Civilian File to Master 14:56:26 |
+-----+

+-----+
| D - DEFINE +-----+ |
| I - IMPORT | M - COMBINE MILITARY RESPONSE FILE |
| G - GENERAT | C - COMBINE CIVILIAN RESPONSE FILE |
| S - SYSTEM | Q - QUIT TO MAIN MENU |
| Q - QUIT TO+-----+ |
+-----+
| Combine Civilian File to Master |
| Enter a previously copied Response |
| File into your disk drive: |
| Enter Code for Diskette drive: A |
| or |
| Press [Esc] to Quit |
+-----+

Please wait, initializing module...

```

Press the letter of the drive designation when prompted and wait until returned to the submenu.

Changing TOPCAT Demographics

As in MILITARY and CIVILIAN, the command demographics need to be defined. Select DEFINE COMMAND SURVEY from the main menu, and then INPUT COMMAND DATA from the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         COMMAND DATA MENU 14:53:15 |
+-----+

+-----+
| D - DEFINE +-----+
| I - IMPORT | I - INPUT COMMAND DATA |
| G - GENERAT| L - LIST OF COMMAND DATA |
| S - SYSTEM | Q - QUIT TO MAIN MENU   |
| Q - QUIT TO+-----+
+-----+

Please Select an Option
  
```

```

+-----+
| Screen: 1                                08/16/96 |
| File:  COMMDLOG          Command Demographic Data 14:53:46 |
+-----+

+-----+
| ***** |
| * TOTAL PERSONNEL COMMAND ASSESSMENT TEAM SURVEY (TOPCAT) * |
| ***** |
|
| Enter Demographic Breakdown by Percent within this Command
|
| ETHNIC GROUP      SEX      PERSONNEL CATEGORY
| White   :100      Female :100      Military :100
| Black   :  0      Male   :  0      Civilian  :  0
| Hispanic :  0
| Asian/Pac:  0
| Isl.
|
| Printer Selection for Graphs
| Printer Type      : 01  HEWLETT PACKARD LASERJET
+-----+

Edit Quit
  
```

The combined percentages of each race/ethnic group, sex, and military vs. civilian need to be entered, as well as setting the printer. To enter numbers appropriate to the command, press

e (for “Edit”; see commands at bottom of screen). Percents in each category must add to 100%. To move through the selections press <enter> or the down arrow. Once the Printer Type line is highlighted, the message at the bottom of the screen shows that a list of compatible printers is available by pressing \ (backslash). Move through this list with <enter> or the arrow keys, and press s to select the desired printer type. The selected printer name is now displayed on the Printer Type line. Press <enter> to continue. The system will then ask if you want to update this information. Pressing y will save the information just entered. Press q to return to the submenu.

Once the command data are entered, you may check them or print them through the second option on the submenu, LIST OF COMMAND DATA. Press p to print the data (see options at bottom of screen). Press q to return to the submenu, and q to return to the main menu.

```

+-----+
| Screen: Report                                08/16/96 |
|                                         Command Data (TOPCAT) 14:54:57 |
+-----+
|                                         View Screen #1 of 1 |
+-----+
| TOPCAT COMMAND INFORMATION |
+-----+
| TOTAL PERSONNEL COMMAND ASSESSMENT TEAM SURVEY (TOPCAT) |
| DEMOGRAPHIC BREAKDOWN BY PERCENT |
| | | | |
| ETHNIC GROUPS          SEX          PERSONNEL CLASSIFICATION |
| =====              =====      ===== |
| WHITE          100      FEMALE    100      MILITARY    100 |
| BLACK          0        MALE      0        CIVILIAN     0 |
| HISPANIC       0 |
| ASIAN/PAC      0 |
| ISL. |
| | | | |
| PRINTER SELECTION FOR GRAPHS |
| PRINTER CODE: 01      DESCRIPTION: HEWLETT PACKARD LASERJET |
+-----+
| Arrow keys, PgDn, PgUp, Home, End, S-Search, P-Print, Q-Exit |
+-----+

```

Analyzing Data and Generating TOPCAT Output

Once the data have been loaded into TOPCAT and the command demographics are defined, graphs and tables need to be built with the combined military/civilian data. Select GENERATE REPORTS from the main menu, and BUILD GRAPH/SUMMARY TABLES from the submenu.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         REPORTS MENU 14:57:13 |
+-----+

+-----+
| D - DEFINE +-----+
| I - IMPORT | 1 - BUILD GRAPH/SUMMARY TABLES |
| G - GENERAT| 2 - GRAPHS BY MODULE             |
| S - SYSTEM | 3 - PIE CHARTS OF YES/NO RESPONSES|
| Q - QUIT TO| 4 - SUMMARY REPORTS              |
+-----+   | 5 - COMMAND DATA PIE CHARTS      |
| Q - QUIT TO MAIN MENU |
+-----+

```

Please Select an Option

Wait until the message at the bottom of the screen again says “Please Select an Option.” (This may take awhile depending upon your machine and the amount of data.)

CATSYS users may want to compare the results of a current administration of the survey with previous results obtained at the same command. Although CATSYS does not make statistical comparisons between two similar data sets (TOPCAT vs. TOPCAT), users can make these comparisons by printing the hard copy tables and graphs for the two administrations. As long as the old survey data are saved on a diskette or another subdirectory, the data can always be reanalyzed at a later time by loading the two data files and building summary reports and tables.

This approach can also be used to make comparisons between two or more units of a larger command. The data from the first unit are loaded, analyzed, and printed. The second unit’s data are loaded, analyzed, and printed. Comparisons between the units can be made based on the hard copy printouts, and similarities and differences can be noted.

Viewing and Printing TOPCAT Graphs

TOPCAT is able to print the same types of graphs, charts, and tables as **MILITARY** and **CIVILIAN**. The options at the bottom of the screen allow for printing (press p), continuing to the next graph (press c), or quitting (press q).

Selecting **GRAPHS BY MODULE** produces the following submenu:

```

+-----+
| Screen: Menu                                08/16/96 |
|                                         GRAPHS MENU 14:57:46 |
+-----+

+-----+
| D - DEFINE | 1 - BUILD | 1 - TOTAL RESPONDENTS |
| I - IMPORT | 2 - GRAPHS | 2 - RACIAL/ETHNIC GROUP |
| G - GENERAT | 3 - PIE CH | 3 - GENDER |
| S - SYSTEM | 4 - SUMMAR | 4 - MILITARY/CIVILIAN |
| Q - QUIT TO | 5 - COMMAN | 5 - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

Graphs in **TOTAL RESPONDENTS** are bar graphs showing the mean for all respondents (military and civilian).

Graphs in **RACIAL/ETHNIC GROUP** are line graphs comparing the means of the four groups.

Graphs in **GENDER** are line graphs comparing the means of men and women.

Graphs in **MILITARY/CIVILIAN** are line graphs comparing the means of all military to the means of all civilian.

Viewing and Printing TOPCAT Pie Charts

PIE CHARTS OF YES/NO RESPONSES produces pie charts of the factual items for the four groupings.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                           PIE CHARTS MENU |
|                                           14:58:40 |
+-----+

+-----+
| D - DEFINE | 1 - BUILD | 1 - TOTAL RESPONDENTS |
| I - IMPORT | 2 - GRAPHS | 2 - RACIAL/ETHNIC GROUP |
| G - GENERAT | 3 - PIE CH | 3 - GENDER |
| S - SYSTEM | 4 - SUMMAR | 4 - MILITARY/CIVILIAN |
| Q - QUIT TO | 5 - COMMAN | 5 - QUIT TO MAIN MENU |
+-----+

Please Select an Option

```

COMMAND DATA PIE CHARTS produces pie charts showing the command percentages and the respondent percentages in the four groupings.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                           REPORTS MENU |
|                                           14:57:13 |
+-----+

+-----+
| D - DEFINE | 1 - BUILD GRAPH/SUMMARY TABLES |
| I - IMPORT | 2 - GRAPHS BY MODULE |
| G - GENERAT | 3 - PIE CHARTS OF YES/NO RESPONSES |
| S - SYSTEM | 4 - SUMMARY REPORTS |
| Q - QUIT TO | 5 - COMMAND DATA PIE CHARTS |
+-----+

Please Select an Option

```

Viewing and Printing TOPCAT Summary Reports

SUMMARY REPORTS provides a TABLE OF RAW FREQUENCIES, a TABLE OF COLLAPSED FREQUENCIES, and a TABLE OF YES/NO RESPONSES.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                SUMMARY REPORTS MENU    14:59:11 |
+-----+

+-----+
| D - DEFINE | 1 - BUILD | 1 - TABLE OF RAW FREQUENCIES |
| I - IMPORT | 2 - GRAPHS | 2 - TABLE OF COLLAPSED FREQUENCIES |
| G - GENERAT | 3 - PIE CH | 3 - TABLE OF YES/NO RESPONSES |
| S - SYSTEM | 4 - SUMMAR | Q - QUIT TO MAIN MENU |
| Q - QUIT TO | 5 - COMMAN | Q - QUIT T+
+-----+

Please Select an Option

```

The TABLE OF RAW FREQUENCIES displays the number of respondents who selected each response (“1” through “6”) as well as the total number of respondents for each question. Negatively worded items are again reverse-scored. The mean value of the responses is displayed as well as the module means.

The TABLE OF COLLAPSED FREQUENCIES combines responses of “1” and “2” into a “disagree” category, and “4” and “5” into an agree category. The number and percent of respondents agreeing, disagreeing, selecting “neither agree nor disagree,” and selecting “not applicable” are provided.

The TABLE OF YES/NO RESPONSES provides frequencies and percentages for items using the three-point “yes-no” scale. These numbers are displayed graphically in the PIE CHARTS OF YES/NO RESPONSES.

TOPCAT System Utilities

The SYSTEM UTILITIES MENU in TOPCAT allows for reindexing the files or resetting the printer configuration.

Reindexing files in TOPCAT is the same as in MILITARY and CIVILIAN.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                     SYSTEM UTILITIES MENU 15:01:30 |
+-----+

+-----+
| D - DEFINE +-----+
| I - IMPORT | 1 - REINDEX FILES |
| G - GENERAT| 2 - UPDATE SYSTEM PRINTER |
| S - SYSTEM | Q - QUIT TO MAIN MENU |
| Q - QUIT TO+-----+
+-----+

Please Select an Option

```

The UPDATE SYSTEM PRINTER option allows the user to change the printer port and the printer codes. It works the same as for MILITARY/CIVILIAN described previously.

```

+-----+
| Screen: Menu                                08/16/96 |
|                                     SYSTEM UTILITIES MENU 15:01:30 |
+-----+

+-----+
| D - DEFINE +-----+
| I - IMPORT | 1 - REINDEX FILES |
| G - GENERAT| 2 - UPDATE SYSTEM PRINTER |
| S - SYSTEM | Q - QUIT TO MAIN MENU |
| Q - QUIT TO+-----+
+-----+

Please Select an Option

```

Screen: Report		08/16/96
SYSTEM PRINTER CONFIGURATION		15:01:52

Update System Printer		
Print Port (lpt): 1		
Normal Mode	018,	, , , , , , , , , ,
Command String:		, , , , , , , , , ,
Condensed Mode	015,	, , , , , , , , , ,
Command String:		, , , , , , , , , ,

Printer	Normal Mode	Condensed Mode
Dot Matrix	018	015
HP LaserJet	027,069,027,038,	027,038,108,056,052,112,049,
	108,048,079,027,	111,056,068,027,040,056,117,
	040,115,051,084	027,038,107,050,083

Continue with Printer Configuration? N

Deleting TOPCAT Data From an Earlier Survey Administration

All the data in the TOPCAT database will be used to make the output tables and graphs. If data from an earlier survey are in the system, they will be included in the analysis of the newly entered responses. All old data should be deleted or transferred from the computer system before entering the new data.

It is best to delete the entire TOPCAT program and reinstall it using the CATSYS 4.0 diskette before entering any new data. This procedure is performed as follows:

- **Step 1:** C:\>cd \topcat <enter>
- **Step 2:** C:\TOPCAT>del *.* <enter>
- **Step 3:** Reinstall TOPCAT as previously described.

Interpreting Survey Results

Demographics

The COMMAND DATA PIE CHARTS show the degree to which the survey respondents are representative of the entire command. Compare the pie charts of the sample with the pie charts of the entire command. Remember that, if you have had to oversample minority groups to attain the minimum of 10 individuals, your sample demographics may differ from the command population.

If you have data from groups with less than 8 individuals in the sample, the results will not be displayed to protect the anonymity of the respondents and to reduce chances of inaccurate conclusions. As mentioned previously, a decision to increase the size of the sample may be made if it is unlikely that the recommended minimum size of 10 will be obtained for one or more of the main groups (i.e., male-female; Whites, Blacks, Hispanics). However, it is advisable that the maximum number of individuals in a survey assessment be limited, if possible, through sampling. CATSYS can analyze several thousand surveys. However, additional computer memory and processing power may be necessary for very large samples.

Determining Subgroup Differences

The summary reports (i.e., tables) and graphs are the basis for determining racial/ethnic similarities and differences. There are no absolute rules about the interpretation of differences between groups. Since all survey responses have some degree of error, differences should be greater than 10 percentage points or .5 of a mean (average) scale point before they are interpreted as "meaningful." Also, patterns of consistent differences in a module should be noted rather than a difference between groups on a single item. Differences between groups on an entire module are less likely to be due to chance variation than differences on a single item.

Certain patterns should be routinely checked:

- Do men and women differ on their perceptions of sexual harassment and grievances?
- Do officers and enlisted have different perceptions of retention issues?
- Do civilian and military personnel have similar perceptions of the command's EO climate or do they differ?
- Do Whites, Hispanics, Blacks, and Asian/Pacific Islanders have differing perceptions about discrimination, discipline, and advancement?

While checking for differences between various subgroups, the CAT members should compare the local military responses to the Navy-wide norms listed in Appendix B of this User Guide. Differences have been obtained in Navy-wide surveys between various subgroups (e.g., Whites and Blacks have somewhat different perceptions of Discipline issues) and the command results may mirror these differences.

In interpreting the overall survey responses, as well as the subgroup comparisons, the absolute value of the responses should also be considered.

- Do the average scores fall on the "agree" side (above "3") of the scale?
- Does a higher percentage of the respondents agree or disagree with an item?

It will be rare for average responses to be much above "4" or much below "2." Thus, average scores of "4" or above should be interpreted as indicating clear agreement with an item and scores of "2" or below as indicating clear disagreement. Scores around "3" ("neither agree nor disagree") are harder to interpret -- individuals selecting this may have no opinion, be unsure, be ambivalent, or be hesitant to express their true feelings.

Although many of the conclusions drawn from the survey will be based on perceptions rather than facts, perceptions are often related to actual behavior and may influence how Navy military and civilian personnel feel, work, and act together. Responses to the perceptual items tell something about the climate of a command and may be related to how well the command is functioning.

Comparing Military Data to Navy-Wide Data

Appendix B of this User Guide contains Navy-wide norms obtained from the 1996 administration of the Navy Equal Opportunity/Sexual Harassment (NEOSH) Survey. These means may be used to compare the MILITARY responses to the overall Navy. Many items on the military CEOSH survey are also on the NEOSH survey, however several new items have been added to the CEOSH at BUPERS direction. These include items on Extremist/Hate Groups and Harassment and Alcohol. Norms are not currently available for these new items, but they will be added to future administrations of the NEOSH Survey.

The norms that are available provide comparison data that CATs can use to assess how the attitudes of military personnel at their local command compare to those of the entire Navy. Norms are presented for total respondents and by race/ethnic group, gender, officer/enlisted, and paygrade/rank. Since some items are factual, "yes," "no," and "don't know/not applicable," percentages are shown.

When comparing the results of the military CEOSH survey to the Navy-wide norms, the team should highlight the items that differ by at least .5 above or below the NEOSH survey norms (10 percentage points above or below for factual items). If differences greater than 1.0 (or 20 percentage points) are found, the CAT should emphasize these discrepancies in the feedback to the CO, since it is unlikely that they occurred simply due to chance or error. Comparisons between responses of groups of less than 10 and the NEOSH survey norms should be made with extreme caution. Because of the small number of respondents, the chances for inaccurate conclusions are high. In general, the smaller the command-level comparison group, the greater the chances of error in comparisons to Navy-wide norms.

Many commands will not be satisfied with matching the Navy norms, but strive for a higher goal. Other commands may exist or work in harsh environments where attaining the

Navy-wide norms is difficult. The goal should be continuous improvement. Thus, the results of one year's survey should be compared to prior years to see if gains have been made. Together with the other data gathered by the CAT, the CEOSH survey can help determine a command's success at attaining the Navy's stated goal of providing equal opportunity for all its personnel.

While norms are not available for civilian survey data, the civilian responses can be compared to those of military personnel using TOPCAT. While these comparisons are limited to those items on the first five survey modules, they nonetheless can provide some context for interpreting the civilian survey findings.

Making Recommendations: Linking Survey Results to Change

An EO survey is not an end in itself. In some ways, it is just the beginning. If the survey is to be a “catalyst for change” the results must be translated into actions aimed at “fixing” the EO-related concerns raised in the survey. At the very least, the results should be summarized and publicized throughout the command.

While some people who do surveys are hesitant to make recommendations, clear, action-oriented recommendations are an **essential** step in the entire survey process. In making recommendations, however, the CAT should be careful to base recommendations firmly on the data. Often, the best recommendations are those that lead to **quick** and **timely** actions. To be effective, the recommendations and implemented actions based on the CEOSH survey results must be followed up. The CAT or designated members of the command or unit can serve as part of a “follow-up task force.”

The job of the task force is to record and publicize each of the recommendations, assist in developing clear action plans, set timetables to enact the changes, develop a tracking system to monitor the progress of implementation, and evaluate the success or failure of the changes. One of the best ways to evaluate the success (or failure) of changes based on the results of the CEOSH survey is to do another survey. Sufficient time (e.g., a year) must pass, however, before the impact of any changes can be realized. Also, a commitment to do follow-up EO surveys helps the survey process be viewed as a vehicle for constant improvement rather than as a “one-time wonder.”

It has been found that the lack of clear recommendations can create cynicism that may hamper future efforts to do EO or other types of command surveys with either military or civilian personnel. Thus, there are dangers associated with doing nothing with the results of the CEOSH survey. Without a clear process for follow-up, one can end up with little improvement, poor communication, frustration, and disillusioned personnel. If survey after survey is conducted with no visible action planning, command personnel will soon become disenchanted with this process, and future participation and involvement will decline.

Finally, although the command EO survey involves much time and effort to administer and analyze, it is important to realize that the survey is only **one** step in the ten step CMEO assessment process. It is inappropriate for CATs to administer the survey and, after the data are

analyzed, consider that they have completed the assessment process. Although the survey data clearly are essential to getting an accurate view of the command's EO climate, they often only tell part of the story. To do the CMEO assessment correctly and in accordance with Navy policy requires doing **all** the steps of the process and not just some of them.

Appendix A

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey

MILITARY VERSION

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey

MILITARY VERSION

You are being asked to complete this survey as part of an effort to assess the Equal Opportunity Climate at this command. Do not put your name on this survey. No one will be able to match your answers to you, so please answer all questions honestly. After completing the survey, return it to the designated collection area or to your survey administrator.

Circle the number to show your answer to each question.

DEMOGRAPHICS

Are you:

1. Female
2. Male

The next two items are based on the standard DoD race and ethnic categories. If you are of mixed heritage, please select the race/ethnic group with which you MOST closely identify.

Are you:

1. White
2. Black
3. Asian/Pacific Islander
4. Other (e.g., Native American)

Are you of Spanish/Hispanic/Latino origin or descent?

1. No, not Spanish/Hispanic/Latino
2. Yes, Spanish/Hispanic/Latino

Select your current Paygrade:

1. E1 - E3
2. E4 - E6
3. E7 - E9
4. W1 - W4
5. O1 - O3
6. O4 - O6 (and above)

INSTRUCTIONS

The following questions ask how much you agree or disagree with a statement. Pick the answer that best fits your opinion, and circle its number.

ADVANCEMENT

1. I usually get the recognition I deserve.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. This command recommends people who deserve it for promotion/advancement.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. I have to work harder to get promoted/advanced than other people do.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

DISCRIMINATION

1. People of different racial/ethnic groups generally get along at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Discrimination against Blacks is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. Discrimination against Hispanics is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. Discrimination against other minorities (e.g., Asian/Pacific Islanders) is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. Discrimination against Whites is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

6. Discrimination against women is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

7. Discrimination against men is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

GRIEVANCES/COMPLAINTS

1. The Chain of Command here is an effective way to resolve equal opportunity problems.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. I feel free to report unfair treatment at this command without bad things happening to me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. A grievance/complaint would be given a fair hearing at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I know at least one individual not in my Chain of Command whom I can approach for advice/assistance if I were experiencing discrimination or sexual harassment.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

SEXUAL HARASSMENT

1. Sexual harassment is occurring at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Actions are being taken at this command to prevent sexual harassment.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. The leadership at this command enforces the Navy's policy on sexual harassment.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. Sexual harassment training is taken seriously at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. I feel free to report sexual harassment without fear of bad things happening to me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

EO/SH TRAINING

1. I have received Equal Opportunity training at this command in the past year.

Yes No Don't Know/NA

2. I have received training at this command about the prevention of sexual harassment.

Yes No Don't Know/NA

3. This command has a Command Managed Equal Opportunity (CMEO) program.

Yes No Don't Know/NA

MILITARY-SPECIFIC ITEMS

RETENTION/TRANSITION

1. This command provides the information people need to make decisions about staying in the Navy.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. My experiences at this command have encouraged me to stay in the Navy.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. I plan to leave the Navy because I am dissatisfied.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I was favorably impressed with the quality of my transition into this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

DISCIPLINE

1. The discipline system at this command is fair.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Race/ethnic group makes no difference when punishment is given at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. Minorities at this command get harsher punishment than others who commit the same offenses.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. Minorities at this command seem to get sent to Captain's Mast more often than others who commit the same offenses.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

EXTREMIST/HATE GROUPS

Extremist/hate group organizations support supremacist causes; attempt to create illegal discrimination based on race, creed, color, gender, religion, or national origin; and advocate the use of force or violence, or otherwise engage in efforts to deprive individuals of their civil rights.

1. I am aware of this command's policy on participation in extremist/hate group activity.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Extremist/hate group activity is not tolerated at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. Extremist/hate group activity is occurring at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I have seen extremist/hate group material (e.g., fliers, announcements, tattoos) at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. While at this command, I have been asked by another person to participate in extremist/hate group activity.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

6. While at this command, I have been the target or victim of extremist/hate group activity.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

7. I know someone assigned to this command who is a member of an extremist/hate group.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

ALCOHOL AND HARASSMENT

1. Alcohol is a cause of sexual harassment at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/ Don't Know
1	2	3	4	5	N/A

2. Alcohol is used as an excuse for sexual harassment that occurs at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/ Don't Know
1	2	3	4	5	N/A

COMMAND SPECIFIC QUESTIONS

1. What equal opportunity training, programs, or events at this command do you think are the most effective?

2. What equal opportunity training, programs, or events at this command do you think are the least effective?

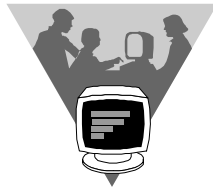
3. Are there other equal opportunity issues or problems at this command that were not included in the survey? What are they?

You have finished the survey. Thank you very much for your help. Please return the survey to your survey administrator.

Appendix B

Navy-Wide Norms

CATSYS 4.0



Navy-Wide Norms

Based on the 1997 Navy Equal Opportunity/Sexual Harassment (NEOSH) Survey

Note: These norms are to be used in conjunction with CATSYS 4.0 (Military). Norms are not available for Civilian items.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1997 Navy-Wide Norms
Total Navy

ADVANCEMENT	Mean
Q1 Get recognition deserved	3.18
Q2 Recommends people	3.52
*Q3 Work harder than others	<u>2.99</u>
Module Mean	3.23

DISCRIMINATION	
Q1 People get along	4.04
*Q2 Discrimination against Blacks	4.19
*Q3 Discrimination against Hispanics	4.23
*Q4 Discrimination against other minorities	4.24
*Q5 Discrimination against whites	4.13
*Q6 Discrimination against women	4.10
*Q7 Discrimination against men	<u>4.13</u>
Module Mean	4.15

GRIEVANCES/COMPLAINTS	
Q1 Command resolves EO	3.60
Q2 Feel free to report	3.47
Q3 Fair hearing	3.53
Q4 Know individual for advice	<u>4.10</u>
Module Mean	3.68

SEXUAL HARASSMENT	
*Q1 SH is occurring	3.62
Q2 Actions taken to prevent	4.03
Q3 SH enforced by leaders	4.08
Q4 Training taken seriously	3.87
Q5 Feel free to report SH	<u>3.80</u>
Module Mean	3.88

*Item has been reverse scored.

**EO/SH TRAINING	Percent
Q1 Received EO training	
YES	75
NO	21
DK	5
Q2 Received SH training	
YES	91
NO	7
DK	1
Q3 Command has CMEO program	
YES	75
NO	2
DK	23

MILITARY-SPECIFIC ITEMS

RETENTION	Mean
Q1 Provides needed information	3.30
Q2 Experiences encourage stay	2.60
*Q3 Dissatisfied with Navy	3.26
Q4 Impressed with transition	<u>---</u> ^a
Module Mean	3.05

DISCIPLINE	
Q1 Discipline is fair	3.45
Q2 Punishment not racial	3.90
*Q3 Harsher punishment	4.08
*Q4 Minorities to Captain's Mast	<u>4.09</u>
Module Mean	3.88

*Item has been reverse scored.

**Factual Items may not sum to 100% due to rounding.

^aNorms for these items not currently available.

EXTREMIST/HATE GROUPS	Mean
Q1 Aware of command policy	3.91
Q2 Extremist act. not tolerated	4.23
*Q3 Extremist act. occurring	4.04
*Q4 Seen extremist material	4.15
*Q5 Asked to participate in ext.	4.44
*Q6 Target of extremist act.	4.41
*Q7 Know extremist	<u>4.32</u>
Module Mean	4.21

ALCOHOL AND HARASSMENT	
*Q1 Alcohol cause of SH	--- ^a
*Q2 Alcohol excuse for SH	--- ^a
Module Mean	--- ^a

*Item has been reverse scored.

^aNorms for these items not currently available.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1997 Navy-Wide Norms
Racial/Ethnic Group

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/Pac Is</u>
ADVANCEMENT				
		Mean		
Q1 Get recognition deserved	3.26	2.92	3.11	3.19
Q2 Recommends people	3.58	3.32	3.41	3.55
*Q3 Work harder than others	<u>3.16</u>	<u>2.56</u>	<u>2.75</u>	<u>2.58</u>
Module Mean	3.33	2.93	3.09	3.11
 DISCRIMINATION				
Q1 People get along	4.12	3.80	3.97	3.92
*Q2 Discrim. against Blacks	4.44	3.32	4.01	3.97
*Q3 Discrim. against Hispanics	4.45	3.50	3.93	3.98
*Q4 Discrim. against other minorities	4.45	3.60	3.96	3.77
*Q5 Discrim. against Whites	4.16	4.03	4.09	4.08
*Q6 Discrim. against women	4.24	3.67	3.91	3.98
*Q7 Discrim. against men	<u>4.21</u>	<u>3.87</u>	<u>4.06</u>	<u>4.05</u>
Module Mean	4.30	3.68	3.99	3.96
 GRIEVANCES/COMPLAINTS				
Q1 Command resolves EO	3.67	3.25	3.63	3.78
Q2 Feel free to report	3.53	3.16	3.45	3.59
Q3 Fair hearing	3.62	3.09	3.56	3.64
Q4 Know individual for advice	<u>4.14</u>	<u>3.97</u>	<u>4.09</u>	<u>4.00</u>
Module Mean	3.74	3.37	3.68	3.75
 SEXUAL HARASSMENT				
*Q1 SH is occurring	3.72	3.29	3.54	3.57
Q2 Actions taken to prevent	4.04	3.96	4.10	4.05
Q3 SH enforced by leaders	4.12	3.89	4.12	4.14
Q4 Training taken seriously	3.90	3.72	3.90	3.99
Q5 Feel free to report SH	<u>3.82</u>	<u>3.70</u>	<u>3.81</u>	<u>3.86</u>
Module Mean	3.92	3.71	3.89	3.92

*Item has been reverse scored.

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/Pac Is</u>
**EO/SH TRAINING		Percent		
Q1 Received EO training				
YES	77	67	72	76
NO	18	29	23	18
DK	5	4	5	6
Q2 Received SH training				
YES	92	89	91	92
NO	7	8	8	7
DK	1	3	1	1
Q3 Command has CMEO program				
YES	76	71	72	78
NO	2	3	3	1
DK	22	26	25	21

MILITARY-SPECIFIC ITEMS

RETENTION			Mean	
Q1 Provides needed information	3.37	3.03	3.24	3.39
Q2 Experiences encourage stay	2.59	2.43	2.65	3.01
*Q3 Dissatisfied with Navy	3.31	3.09	3.18	3.31
Q4 Impressed with transition	--- ^a	--- ^a	--- ^a	--- ^a
Module Mean	3.09	2.85	3.01	3.24

DISCIPLINE				
Q1 Discipline is fair	3.49	3.19	3.52	3.62
Q2 Punishment not racial	4.06	3.31	3.82	3.84
*Q3 Harsher punishment	4.34	3.23	3.76	3.70
*Q4 Minorities to Captain's Mast	<u>4.33</u>	<u>3.35</u>	<u>3.76</u>	<u>3.80</u>
Module Mean	4.06	3.27	3.72	3.74

*Item has been reverse scored.

**Factual Items may not sum to 100% due to rounding.

^aNorms for these items not currently available.

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian/Pac Is</u>
EXTREMIST/HATE GROUPS				
		Mean		
Q1 Aware of command policy	3.99	3.64	3.83	3.76
Q2 Extremist act. not tolerated	4.29	3.99	4.26	4.10
*Q3 Extremist act. occurring	4.13	3.72	3.99	3.88
*Q4 Seen extremist material	4.26	3.84	3.93	3.99
*Q5 Asked to participate in ext.	4.45	4.45	4.37	4.31
*Q6 Target of extremist act.	4.45	4.35	4.36	4.23
*Q7 Know extremist	<u>4.37</u>	<u>4.16</u>	<u>4.32</u>	<u>4.20</u>
Module Mean	4.28	4.02	4.15	4.07
ALCOHOL AND HARASSMENT				
*Q1 Alcohol cause of SH	--- ^a	--- ^a	--- ^a	--- ^a
*Q2 Alcohol excuse for SH	<u>---^a</u>	<u>---^a</u>	<u>---^a</u>	<u>---^a</u>
Module Mean	---^a	---^a	---^a	---^a

*Item has been reverse scored.

^aNorms for these items not currently available.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1997 Navy-Wide Norms
Gender

	<u>Male</u>	<u>Female</u>
ADVANCEMENT		
Q1 Get recognition deserved	3.19	3.12
Q2 Recommends people	3.55	3.33
*Q3 Work harder than others	<u>2.99</u>	<u>2.93</u>
Module Mean	3.34	3.13
 DISCRIMINATION		
Q1 People get along	4.06	3.92
*Q2 Discrimination against Blacks	4.21	4.06
*Q3 Discrimination against Hispanics	4.25	4.11
*Q4 Discrimination against other minorities	4.26	4.10
*Q5 Discrimination against Whites	4.13	4.11
*Q6 Discrimination against women	4.19	3.57
*Q7 Discrimination against men	<u>4.12</u>	<u>4.25</u>
Module Mean	4.17	4.01
 GRIEVANCES/COMPLAINTS		
Q1 Command resolves EO	3.63	3.40
Q2 Feel free to report	3.50	3.25
Q3 Fair hearing	3.56	3.34
Q4 Know individual for advice	<u>4.09</u>	<u>4.14</u>
Module Mean	3.70	3.53
 SEXUAL HARASSMENT		
*Q1 SH is occurring	3.69	3.19
Q2 Actions taken to prevent	4.05	3.94
Q3 SH enforced by leaders	4.10	3.96
Q4 Training taken seriously	3.89	3.78
Q5 Feel free to report SH	<u>3.83</u>	<u>3.60</u>
Module Mean	3.91	3.69

*Item has been reverse scored.

	<u>Male</u>	<u>Female</u>
**EO/SH TRAINING	Percent	
Q1 Received EO training		
YES	75	75
NO	21	21
DK	5	3
Q2 Received SH training		
YES	91	91
NO	7	8
DK	1	0
Q3 Command has CMEO program		
YES	75	75
NO	2	3
DK	23	23

MILITARY-SPECIFIC ITEMS

RETENTION		Mean
Q1 Provides needed information	3.33	3.07
Q2 Experiences encourage stay	2.61	2.49
*Q3 Dissatisfied with Navy	3.26	3.25
Q4 Impressed with transition	<u>---^a</u>	<u>---^a</u>
Module Mean	3.07	2.94

DISCIPLINE		
Q1 Discipline is fair	3.48	3.20
Q2 Punishment not racial	3.93	3.69
*Q3 Harsher Punishment	4.10	3.90
*Q4 Minorities to Captain's Mast	<u>4.11</u>	<u>3.94</u>
Module Mean	3.91	3.68

*Item has been reverse scored.

**Factual Items may not sum to 100% due to rounding.

^aNorms for these items not currently available.

	<u>Male</u>	<u>Female</u>
EXTREMIST/HATE GROUPS		
	Mean	
Q1 Aware of command policy	3.91	3.87
Q2 Extremist act. not tolerated	4.24	4.16
*Q3 Extremist act. occurring	4.05	3.96
*Q4 Seen extremist material	4.15	4.17
*Q5 Asked to participate in ext.	4.44	4.44
*Q6 Target of extremist act.	4.41	4.39
*Q7 Know extremist	<u>4.32</u>	<u>4.34</u>
Module Mean	4.22	4.19
 ALCOHOL AND HARASSMENT		
*Q1 Alcohol cause of SH	--- ^a	--- ^a
*Q2 Alcohol excuse for SH	<u>---</u> ^a	<u>---</u> ^a
Module Mean	--- ^a	--- ^a

*Item has been reverse scored.

^aNorms for these items not currently available.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1997 Navy-Wide Norms
Officer/Enlisted

	<u>Officer</u>	<u>Enlisted</u>
ADVANCEMENT	Mean	
Q1 Get recognition deserved	3.72	3.09
Q2 Recommends people	4.04	3.43
*Q3 Work harder than others	<u>3.42</u>	<u>2.91</u>
Module Mean	3.73	3.14
 DISCRIMINATION		
Q1 People get along	4.36	3.98
*Q2 Discrimination against Blacks	4.56	4.13
*Q3 Discrimination against Hispanics	4.57	4.17
*Q4 Discrimination against other minorities	4.56	4.18
*Q5 Discrimination against Whites	4.46	4.07
*Q6 Discrimination against women	4.41	4.04
*Q7 Discrimination against men	<u>4.46</u>	<u>4.07</u>
Module Mean	4.48	4.09
 GRIEVANCES/COMPLAINTS		
Q1 Command resolves EO	4.09	3.52
Q2 Feel free to report	4.08	3.36
Q3 Fair hearing	4.09	3.43
Q4 Know individual for advice	<u>4.23</u>	<u>4.07</u>
Module Mean	4.12	3.60
 SEXUAL HARASSMENT		
*Q1 SH is occurring	4.08	3.54
Q2 Actions taken to prevent	4.19	4.00
Q3 SH enforced by leaders	4.33	4.04
Q4 Training taken seriously	4.09	3.83
Q5 Feel free to report SH	<u>4.13</u>	<u>3.74</u>
Module Mean	4.16	3.83

*Item has been reverse scored.

	<u>Officer</u>	<u>Enlisted</u>
**EO/SH TRAINING	Percent	
Q1 Received EO training		
YES	78	74
NO	20	21
DK	2	5
Q2 Received SH training		
YES	88	92
NO	11	7
DK	1	1
Q3 Command had CMEO program		
YES	86	73
NO	3	2
DK	11	25

MILITARY-SPECIFIC ITEMS

RETENTION		Mean
Q1 Provides needed information	3.70	3.23
Q2 Experiences encourage stay	3.15	2.50
*Q3 Dissatisfied with Navy	3.62	3.20
Q4 Impressed with transition	--- ^a	--- ^a
Module Mean	3.49	2.96

DISCIPLINE		
Q1 Discipline is fair	4.11	3.34
Q2 Punishment not racial	4.34	3.83
*Q3 Harsher punishment	4.47	4.01
*Q4 Minorities to Captain's Mast	<u>4.45</u>	<u>4.04</u>
Module Mean	4.34	3.81

*Item has been reverse scored.

**Factual Items may not sum to 100% due to rounding.

^aNorms for these items not currently available.

	<u>Officer</u>	<u>Enlisted</u>
EXTREMIST/HATE GROUPS		
	Mean	
Q1 Aware of command policy	4.06	3.88
Q2 Extremist act. not tolerated	4.46	4.18
*Q3 Extremist act. occurring	4.37	3.98
*Q4 Seen extremist material	4.51	4.08
*Q5 Asked to participate in ext.	4.64	4.40
*Q6 Target of extremist act.	4.63	4.37
*Q7 Know extremist	<u>4.61</u>	<u>4.26</u>
Module Mean	4.47	4.16
 ALCOHOL AND HARASSMENT		
*Q1 Alcohol cause of SH	--- ^a	--- ^a
*Q2 Alcohol excuse for SH	<u>---</u> ^a	<u>---</u> ^a
Module Mean	--- ^a	--- ^a

*Item has been reverse scored.

^aNorms for these items not currently available.

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey
1997 Navy-Wide Norms
Paygrade/Rank

	W2-W4	Officer O1-O3	O4-O6 Mean	E2-E3	Enlisted E4-E6	E7-E9
ADVANCEMENT						
Q1 Get recognition deserved	3.76	3.61	3.86	3.04	3.03	3.53
Q2 Recommends people	4.28	3.95	4.17	3.27	3.38	4.00
*Q3 Work harder than others	<u>3.08</u>	<u>3.51</u>	<u>3.32</u>	<u>2.96</u>	<u>2.85</u>	<u>3.16</u>
Module Mean	3.71	3.69	3.78	3.09	3.09	3.56
DISCRIMINATION						
Q1 People get along	4.48	4.32	4.41	3.89	3.97	4.24
*Q2 Discrim. against Blacks	4.52	4.52	4.62	4.05	4.09	4.46
*Q3 Discrim. against Hispanics	4.53	4.53	4.63	4.07	4.14	4.48
*Q4 Discrim. other minorities	4.49	4.52	4.63	4.12	4.14	4.46
*Q5 Discrim. against Whites	4.51	4.45	4.46	4.01	4.02	4.44
*Q6 Discrim. against women	4.47	4.35	4.48	4.01	3.99	4.37
*Q7 Discrim. against men	<u>4.62</u>	<u>4.44</u>	<u>4.48</u>	<u>4.09</u>	<u>4.01</u>	<u>4.34</u>
Module Mean	4.52	4.45	4.53	4.03	4.05	4.40
GRIEVANCES/COMPLAINTS						
Q1 Command resolves EO	4.21	3.98	4.23	3.36	3.50	3.91
Q2 Feel free to report	4.23	3.97	4.22	3.19	3.31	3.93
Q3 Fair hearing	4.24	3.98	4.24	3.36	3.38	3.80
Q4 Know individual for advice	<u>4.35</u>	<u>4.17</u>	<u>4.32</u>	<u>4.08</u>	<u>4.03</u>	<u>4.28</u>
Module Mean	4.26	4.03	4.25	3.50	3.56	3.98
SEXUAL HARASSMENT						
*Q1 SH is occurring	4.26	4.04	4.10	3.29	3.56	3.93
Q2 Actions taken to prevent	4.20	4.14	4.26	3.94	4.00	4.13
Q3 SH enforced by leaders	4.37	4.28	4.40	3.87	4.05	4.27
Q4 Training taken seriously	4.20	4.05	4.15	3.74	3.83	4.04
Q5 Feel free to report SH	<u>4.13</u>	<u>4.06</u>	<u>4.24</u>	<u>3.56</u>	<u>3.74</u>	<u>4.10</u>
Module Mean	4.23	4.11	4.23	3.68	3.84	4.09

*Item has been reverse scored.

	<u>W2-W4</u>	<u>Officer</u> <u>O1-O3</u>	<u>O4-O6</u> Percent	<u>E2-E3</u>	<u>Enlisted</u> <u>E4-E6</u>	<u>E7-E9</u>
**EO/SH TRAINING						
Q1 Received EO training						
YES	90	78	76	61	79	82
NO	10	19	22	30	18	17
DK	0	3	2	10	4	1
Q2 Received SH training						
YES	94	88	87	89	94	90
NO	6	10	13	8	6	10
DK	0	1	1	4	1	0
Q3 Command has CMEO program						
YES	99	87	84	50	79	91
NO	0	2	5	3	2	4
DK	1	12	11	48	19	6

MILITARY-SPECIFIC ITEMS

RETENTION			Mean			
Q1 Provides needed info.	3.77	3.61	3.83	2.99	3.23	3.72
Q2 Exper. encourage stay	3.03	2.97	3.42	2.31	2.49	2.91
*Q3 Dissatisfied with Navy	4.17	3.41	3.89	2.87	3.19	3.83
Q4 Impressed with transition	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a
Module Mean	3.66	3.33	3.71	2.72	2.97	3.49
DISCIPLINE						
Q1 Discipline is fair	3.94	4.05	4.23	3.11	3.32	3.91
Q2 Punishment not racial	4.37	4.30	4.41	3.75	3.79	4.21
*Q3 Harsher punishment	4.36	4.45	4.52	3.94	3.96	4.37
*Q4 Minorities to Capt.'s Mast	<u>4.34</u>	<u>4.41</u>	<u>4.51</u>	<u>4.00</u>	<u>3.98</u>	<u>4.38</u>
Module Mean	4.25	4.30	4.42	3.70	3.76	4.22

*Item has been reverse scored.

**Factual Items may not sum to 100% due to rounding.

^aNorms for these items not currently available.

	Officer			Enlisted		
	<u>W2-W4</u>	<u>O1-O3</u>	<u>O4-O6</u>	<u>E2-E3</u>	<u>E4-E6</u>	<u>E7-E9</u>
EXTREMIST/HATE GROUPS			Mean			
Q1 Aware of com. policy	4.31	3.93	4.22	3.64	3.91	4.15
Q2 Ext. act. not tolerated	4.51	4.41	4.53	4.15	4.16	4.37
*Q3 Extremist act. occurring	4.58	4.33	4.42	3.86	3.97	4.20
*Q4 Seen extremist material	4.70	4.45	4.59	3.98	4.07	4.34
*Q5 Asked to participate in ext.	4.71	4.60	4.70	4.33	4.39	4.60
*Q6 Target of extremist act.	4.73	4.58	4.70	4.27	4.36	4.57
*Q7 Know extremist	<u>4.72</u>	<u>4.55</u>	<u>4.68</u>	<u>4.10</u>	<u>4.27</u>	<u>4.55</u>
Module Mean	4.61	4.41	4.55	4.05	4.16	4.40
ALCOHOL AND HARASSMENT						
*Q1 Alcohol cause of SH	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a
*Q2 Alcohol excuse for SH	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a
Module Mean	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a	--- ^a

*Item has been reverse scored.

^aNorms for these items not currently available

Appendix C

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey

CIVILIAN VERSION

Command Equal Opportunity/Sexual Harassment (CEOSH) Survey

CIVILIAN VERSION

You are being asked to complete this survey as part of an effort to assess the Equal Opportunity Climate at this command. Do not put your name on this survey. No one will be able to match your answers to you, so please answer all questions honestly. After completing the survey, return it to the designated collection area or to your survey administrator.

Circle the number to show your answer to each question.

DEMOGRAPHICS

Are you:

1. Female
2. Male

The next two items are based on the standard DoD race and ethnic categories. If you are of mixed heritage, please select the race/ethnic group with which you MOST closely identify.

Are you:

1. White
2. Black
3. Asian/Pacific Islander
4. Other (e.g., Native American) _____ (write in)

Are you of Spanish/Hispanic/Latino origin or descent?

1. No, not Spanish/Hispanic/Latino
2. Yes, Spanish/Hispanic/Latino

What is your pay category or classification?

1. General Schedule (GS/GM, GG, GJW, etc.)
2. Wage System (WG, WS, WL, WD, WN, etc.)

What is your pay grade?

1. 1 - 4
2. 5 - 8
3. 9 - 12
4. 13 - 15, SES

INSTRUCTIONS

The following questions ask how much you agree or disagree with a statement. Pick the answer that best fits your opinion, and circle its number.

ADVANCEMENT

1. I usually get the recognition I deserve.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. This command recommends people who deserve it for promotion/advancement.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. I have to work harder to get promoted/advanced than other people do.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

DISCRIMINATION

1. People of different racial/ethnic groups generally get along at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Discrimination against Blacks is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. Discrimination against Hispanics is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. Discrimination against other minorities (e.g., Asian/Pacific Islanders) is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. Discrimination against Whites is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

6. Discrimination against women is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

7. Discrimination against men is common at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

GRIEVANCES/COMPLAINTS

1. The Chain of Command here is an effective way to resolve equal opportunity problems.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. I feel free to report unfair treatment at this command without bad things happening to me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. A grievance/complaint would be given a fair hearing at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I know at least one individual not in my Chain of Command whom I can approach for advice/assistance if I were experiencing discrimination or sexual harassment.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

SEXUAL HARASSMENT

1. Sexual harassment is occurring at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Actions are being taken at this command to prevent sexual harassment.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. The leadership at this command enforces the Navy's policy on sexual harassment.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. Sexual harassment training is taken seriously at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. I feel free to report sexual harassment without fear of bad things happening to me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

EO/SH TRAINING

1. I have received Equal Opportunity training at this command in the past year.

Yes No Don't Know/NA

2. I have received training at this command about the prevention of sexual harassment.

Yes No Don't Know/NA

3. This command has a Command Managed Equal Opportunity (CMEO) program.

Yes No Don't Know/NA

CIVILIAN-SPECIFIC ITEMS

WORK ISSUES/SUPERVISION

1. I enjoy working for this organization.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. I enjoy the type of work that I do.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. I am satisfied with the working relationships I have on my job.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I feel a strong sense of loyalty to this organization.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. I am satisfied with the support and guidance I receive from my supervisor.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

6. I am satisfied with the overall quality of supervision I receive on my job.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

DIVERSITY ISSUES

1. This organization is a fair place to work.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. This organization values people with different cultural backgrounds.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. The policies in this organization are designed so that all cultural groups are treated equally.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. Minority employees have little influence or power in this organization.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. There seems to be a lot of friction between individuals from different cultural groups in this organization.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

6. It is more difficult for a woman to progress in this organization than it is for a man.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

EXTREMIST/HATE GROUPS

Extremist/hate group organizations support supremacist causes; attempt to create illegal discrimination based on race, creed, color, gender, religion, or national origin; and advocate the use of force or violence, or otherwise engage in efforts to deprive individuals of their civil rights.

1. I am aware of this command's policy on participation in extremist/hate group activity.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. Extremist/hate group activity is not tolerated at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. Extremist/hate group activity is occurring at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I have seen extremist/hate group material (e.g., fliers, announcements, tattoos) at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. While at this command, I have been asked by another person to participate in extremist/hate group activity.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

6. While at this command, I have been the target or victim of extremist/hate group activity.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

7. I know someone assigned to this command who is a member of an extremist/hate group.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

ALCOHOL AND HARASSMENT

1. Alcohol is a cause of sexual harassment at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/ Don't Know
1	2	3	4	5	N/A

2. Alcohol is used as an excuse for sexual harassment that occurs at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/ Don't Know
1	2	3	4	5	N/A

COMMAND SPECIFIC QUESTIONS

1. What equal opportunity training, programs, or events at this command do you think are the most effective?

2. What equal opportunity training, programs, or events at this command do you think are the least effective?

3. Are there other equal opportunity issues or problems at this command that were not included in the survey? What are they?

You have finished the survey. Thank you very much for your help. Please return the survey to your survey administrator.

Appendix D

Suggested Alcohol-Related Questions

SUGGESTED ALCOHOL-RELATED ITEMS FOR USE WITH MILITARY COMMAND EO SURVEYS

ALCOHOL POLICY AND TRAINING

1. I am aware of the Navy's policy about alcohol abuse.

Yes No Don't Know/NA

2. I have attended alcohol-related GNT in the last six months at this command.

Yes No Don't Know/NA

ALCOHOL AND CHAIN OF COMMAND

1. Alcohol-related incidents are promptly addressed by the leadership at this command.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

2. This command deglamorizes (does not promote) alcohol at command functions.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. I would feel free to report an alcohol-related incident at this command without fear of reprisal.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. I would feel free to ask for help from my chain of command for an alcohol-related problem.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

5. This command offers assistance to anyone with an alcohol problem.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

DAPA

1. I know who the Drug and Alcohol Program Advisor (DAPA) is at this command.

Yes No Don't Know/NA

2. I would feel free to contact the DAPA for assistance if I needed it.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

3. This command's DAPA does a good job in educating the command about alcohol-related issues.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

4. This command's DAPA is supportive of anyone with an alcohol problem.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable/Don't Know
1	2	3	4	5	N/A

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